



DILLARD UNIVERSITY

2019-2020

DILLARD UNIVERSITY STUDENT HANDBOOK

DILLARD UNIVERSITY SENIOR ADMINISTRATION

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Dear Students,

There are a number of tools available to assist you as you matriculate through Dillard University. One of those tools is this student handbook. The handbook compliments the university catalog in providing major rules and regulations which are in place to ensure your success.

You will find that the handbook contains important information that not only gives you guidelines for life as a Dillard student, but also important information for your health and safety. Please take some time to review the handbook so you know what the basic policies are, and how they apply to you. Use this as a reference book that you refer to for particular situations.

With all policies, if you have questions, feel free to ask us as well. We are here to ensure your success, and the student handbook helps us understand a common set of values to make this a safe, enjoyable and caring community.

Sincerely,

A handwritten signature in black ink, which appears to read "Walter M. Kimbrough". The signature is fluid and cursive, with a large, stylized flourish at the end.

Walter M. Kimbrough, Ph.D.
President

GENERAL INFORMATION

HISTORY

In 1869, with support from the American Missionary Association of the Congregational Church (now the United Church of Christ) and the Freedman's Aid Society of the United Methodist Church, Straight University and Normal Schools were founded. They were subsequently renamed Straight College and New Orleans University, respectively.

Gilbert Academy, a secondary school, was a unit of New Orleans University. Straight College operated a law department from 1874 to 1886. In 1889, New Orleans University opened a medical department, including a school of pharmacy and a school of nursing. The medical department was named Flint Medical College and the affiliated hospital was named the Sara Goodridge Hospital and Nurse Training School. The medical college was discontinued in 1911, but the hospital, including the nursing school, was continued under the name Flint-Goodridge Hospital. In 1930, New Orleans University and Straight College merged to form Dillard University. The trustees of the new university called for the implementation of a co-educational, interracial school, serving a predominantly African American student body adhering to Christian principles and values. The University was named in honor of James Hardy Dillard, whose distinguished service in the education of African Americans in the South forms an important chapter in the history of American education. The University is affiliated with the United Methodist Church and the United Church of Christ.

Dillard trustees elected to continue the work of the hospital but not that of Gilbert Academy. The latter continued operations as a separate institution under the sponsorship of the Board of Education of the Methodist Church until 1949. The University operated Flint-Goodridge Hospital of Dillard University from 1932 until 1983. In September 1935, on a new site with a new physical plant, Dillard University began instruction. As Dillard celebrates nearly 140 years of challenge and change, the University continues to build on its heritage of academic excellence to guide the institution along new avenues of opportunity.

LOCATION

Dillard University is located in New Orleans, Louisiana, a metropolitan area with a population of 250,000. New Orleans is situated on the Mississippi River, 50 miles above the Gulf of Mexico. The ports along the Mississippi River from New Orleans to Baton Rouge comprise the world's busiest port system.

Known as one of the nation's most interesting cities, New Orleans is one of the few cities that has managed to maintain a major portion of its historical past. Indeed, the famous Vieux Carre, or French Quarter, is a veritable living museum. New Orleans has an unmatched charm, punctuated by exciting annual events such as Mardi Gras and Jazz Fest. The city also boasts numerous parks, libraries, museums, art galleries, theaters, opera companies, a nationally known symphony orchestra, and the Mercedes Benz Superdome, one of the nation's premier facilities for sporting and musical events.

The city is home to numerous institutions of higher learning, graduate and professional schools. Moreover, New Orleans is the state's medical, cultural, banking and judicial center.

Dillard's convenient location in the Gentilly area, combined with the local transit system, makes access to most places and events easy and economical for students.

VISION

Dillard University unites with the surrounding community through scholarship, teaching, civic engagement and service rooted in spiritual values. Graduates of Dillard will be global citizens excelling in a competitive world and committed to the improvement of the human condition.

MISSION

True to its heritage, Dillard University's mission is to produce graduates who excel, become world leaders, and are broadly educated, culturally aware, and concerned with improving the human condition. Through a highly personalized and learning-centered approach, Dillard's students are able to meet the competitive demands of a diverse, global, and technologically advanced society.

GOALS

To increase the institution's ranking among the nation's universities, rebuild a beautiful campus, attract top faculty and recruit the best and the brightest students, the university has set the following goals:

- Dillard University will be a premier private undergraduate university in our region and in the world of Historically Black Universities and Colleges.
- Dillard University will expand selectively into graduate studies, building on our best programs that also represent future projections of workforce needs.
- Dillard University will increase and enhance its commitment to and production of quality, useful research.
- Dillard University will infuse globalization into our curriculum so that it expands its reach to other languages, cultures and countries.
- Dillard University will demonstrate commitment to all students' success.
- Dillard University will develop student leadership training and enriched educational opportunities outside of the classroom to offer a balanced environment as part of the college experience.
- Dillard University will continue to attract and graduate talented African American students, while welcoming those from a diverse background who can benefit from the unique experience we offer.
- Dillard University will demonstrate commitment to technology as subject matter, a teaching tool and the underpinnings of internal systems that are efficient, reliable and cost-effective.
- Dillard University will show fiscal integrity, with systems of financial and professional accountability and stability.
- Dillard University will be engaged in the revitalization of its home, New Orleans.
- Dillard University will develop and promulgate practices relative to greening of our campus and promotion of environmental sustainability.
- Dillard University will develop a Gulf Coast Public Policy Center.

STRATEGIC FOCUS: Reconnect, Renew, Realize, and Refresh

Upon the arrival of the new president on July 1, 2012, Dr. Kimbrough communicated to the university community and its stakeholders that the university would focus on the following four areas as we move to update the University's strategic plan in 2014:

RECONNECT - reengaging with each other, alumni, community, etc.; embracing the mission, strengthen values

RENEW - recruiting students, faculty & staff

REALIZE - retaining students; reaching optimal performance

REFRESH - obtaining necessary resources.

UNIVERSITY POLICIES AND STATEMENTS

ACADEMIC AFFAIRS

Students can obtain academic information from three sources: 1) The Dillard University Catalog; 2) The Office of Academic Affairs, Suite 203 Rosenwald Hall; 3) Divisional office of the student's major.

ALCOHOL/DRUG POLICY

Possession, distribution and consumption of alcohol are prohibited. It is also a violation of the Code of Student Conduct for the student to be in area where alcoholic beverages are located, regardless of age. See the *Code of Student Conduct*. Incidents will be documented and the student will be subject to disciplinary action.

Illegal drugs are not permitted on campus. A student who is in possession, distributes, or is in an area where illegal drugs are located is in violations of the *Code of Student Conduct*.

Guests are prohibited from the possession, distribution, and use of illegal drugs and alcohol on University property or at sponsored events, including intercollegiate competition.

ANTI-HAZING POLICY

I. Policy Statement

Dillard University supports only those activities that are constructive, educational, and inspirational and contribute to the intellectual growth and personal development of students. The university unequivocally opposes any situation intentionally created to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

II. Introduction

In accordance with Acts 635, 637 and 640 of the 2018 Regular Session of the Louisiana Legislature ("Louisiana Hazing Laws"), Dillard University hereby adopts this Uniform Policy on Hazing Prevention ("Policy") applicable to all Louisiana postsecondary education institutions. This Policy aims to enhance the University's efforts to establish mandatory requirements and is designed to create and maintain safety for all students who participate in the institution's activities, programs, groups, teams, organizations and Greek-lettered associations.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Acts 640 and 635 and 637 of 2018, codified at R.S.17:1801.1, R.S. 14:40.8 and R.S. 14:502 respectively. Dillard University will amend this Policy to reflect any subsequent changes to these statutes. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent

provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in the institution's policy.

III. Definitions

Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- i. The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.
- ii. The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Consent is not a defense.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- i. Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- ii. Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- iii. Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- iv. Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this Policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

Organization is a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

Pledging is any action or activity related to becoming a member of an organization, including recruitment and rushing.

Appropriate authority includes:

- i. Any state or local law enforcement agency.
- ii. A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- iii. Emergency medical personnel.

Reckless behavior is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

Serious bodily injury is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

IV. Additional Definitions

In addition to the aforementioned actions provided in the Uniform Policy on Hazing Prevention, Dillard University considers the following actions or activities as acts of hazing:

- i. Assigning or endorsing “pranks” such as harassing another organization, panty raids, or setting off fireworks or other incendiary devices.
- ii. Defacing trees, grounds or buildings on or off University property.
- iii. Conducting hunts or quests.
- iv. Interrogations conducted in a psychologically damaging manner.
- v. Prohibiting a person from talking for an extended period of time.
- vi. Engaging in public stunts and buffoonery.
- vii. Acts of servitude.
- viii. “Walking the line”

V. Compliance with Laws

Dillard University’s policy complies with applicable laws and regulations, and will be amended to reflect changes to such laws and regulations, including but not limited to the following:

- A. Act 635 of the 2018 Regular Session of the Louisiana Legislature, which creates the crime of criminal hazing, provides definitions and exceptions, and establishes exceptions and penalties;
- B. Act 637 of the 2018 Regular Session of the Louisiana Legislature, which creates an obligation to offer reasonable assistance, including seeking medical assistance, to someone who has suffered serious bodily injury caused by reckless behavior, including hazing; and
- C. Act 640 of the 2018 Regular Session of the Louisiana Legislature, which prohibits hazing at Louisiana’s postsecondary institutions, requires the Louisiana Board of Regents (“BOR”) to

adopt a uniform policy on hazing prevention, requires postsecondary institutions to adopt and expand on BOR's uniform policy in a manner consistent with the laws and BOR policy.

In accordance with Act 637 of 2018, codified at R.S. 14:502, Dillard University requires any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person.

Any person who violates the provisions of R.S. 14:502 shall be fined not more than one thousand dollars, imprisoned with or without hard labor for not more than one year, or both.

If the serious bodily injury results in the death of the person, any person who violates the provisions of R.S. 14:502 shall be fined not more than two thousand dollars, imprisoned with or without hard labor for not more than five years, or both.

It is the right of every student at Dillard University to be free from the humiliation and danger of hazing. Hazing by any individual or organization shall be viewed as incongruent with the mission and values of the university. Each student and organization is responsible for designing programs that recognize the moral, spiritual, and intellectual qualities of human rights.

THE LOUISIANA BOARD OF REGENTS UNIFORM POLICY ON PUBLIC INFORMATION ON HAZING PREVENTION

I. POLICY STATEMENT

The Board of Regents (BOR) does not condone hazing in any form at any postsecondary education institution in the state. All Louisiana postsecondary institutions shall prohibit hazing and take all reasonable measures to address hazing, including without limitation: adoption of effective policies; clear communication to campus organizations, students and other stakeholders of laws and policies; prompt and faithful enforcement thereof; education; and training. All Louisiana postsecondary institutions shall be committed to providing a supportive educational environment free from hazing, one that promotes its students' mental and physical well-being, safety and respect for one's self and others. All Louisiana postsecondary institutions shall implement policies and procedures in compliance with this policy and shall take prompt and appropriate action to investigate and effectively discipline those accused of such conduct in a manner consistent with all applicable laws.

II. INTRODUCTION

In accordance with Act 382 of the 2019 Regular Session of the Louisiana Legislature ("Act 382"), the Louisiana Board of Regents ("BOR") hereby adopts this Uniform Policy on Public Information on Hazing Prevention ("Policy") applicable to all Louisiana postsecondary education institutions. This Policy aims to enhance the Legislature's efforts to make relevant non-confidential information on hazing incidents reported at an institution or by the institution's students available to the public in accordance with applicable laws and regulations. This Policy is intended to be implemented in conjunction with the BOR Uniform Policy on Hazing Prevention.

For purposes of this Policy, the definitions of key terms and other mandatory provisions shall remain consistent with those in Acts 640 and 635 and 637 of 2018, and Act 382 of 2019, codified at R.S. 17:1801.1, R.S. 14:40.8 and R.S. 14:502. BOR will amend this Policy to reflect any subsequent changes to these statutes. In cases of any inconsistency, the statutory provisions shall supersede any such inconsistent provision in this Policy. The statutory provisions and this Policy shall supersede any inconsistent provision in an institution's policy.

III. DEFINITIONS

For purposes of this Policy, Information on Reported Hazing shall mean the information required to be reported by institutions and organizations to law enforcement under Act 382. All other terms, including Hazing, Institutions and Organizations, shall have the same meaning as defined in Acts 640, 635 and 637 of 2018 and Act 382 of 2019.

IV. PUBLIC ACCESS TO INFORMATION ON REPORTED HAZING

When an institution or organization receives sufficiently credible and specific information about an alleged act of Hazing, the institution or organization shall make the Information on Reported Hazing public, subject to the following restrictions and exemptions:

The Information on Reported Hazing shall be redacted to comply to the fullest extent with applicable laws and regulations, including the Family Educational Rights and Privacy Act and the Health Insurance Portability and Accountability Act; and

After necessary redactions have been made pursuant to Subsection IV (a) above, any other information or details that could reasonably lead to the identification of the individual(s) involved in the incident or reasonably jeopardize the safety of the person reporting the incident shall be redacted.

The Information on Reported Hazing, with the redactions authorized above, shall be made public on each institution's website specific to hazing; in addition, an institution may also make such information available on any platform related to hazing, such as brochures or other materials or other source of information that an organization or institution maintains or uses.

DRESS CODE POLICY

The dress code is based on the theory that learning to use socially acceptable manners and selection attire appropriate to specific occasions and activities are critical factors in the total educational process. Understanding and employing these behaviors not only improves the quality of one's life, but also contributes to optimum morale, as well as embellishes the overall campus image. They also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

The continuous demonstration of appropriate manners and dress insures that Dillard University students meet the very minimum standards of quality achievement in the social, physical, moral and educational aspects of their lives and essential areas of development necessary for propelling students toward successful careers. Based on this premise, students at Dillard University are expected to dress neatly at all times. The following are examples of appropriate dress for various occasions:

- Classroom, Cafeteria, Kearny Hall and University offices: neat, modest, casual or dressy attire.
- Interviews: business attire.
- Social/Recreational activities, residence hall lounges (during visitation hours): modest, casual, or dressy attire.
- Balls and galas: formal, semi-formal, and dressy attire respectively.

Students may be denied entrance to various functions if their manner of dress is deemed inappropriate.

Examples of inappropriate dress and/or appearance include but are not limited, to:

1. Do-rags, head scarves, stocking caps, skullcaps and bandanas are prohibited at all times on the campus of Dillard University (except in the privacy of the student's living quarters) for all students. This policy item does not apply to headgear considered a part of religious or cultural dress.
2. Baseball caps, head coverings and hoods in any building.
3. Midriffs or halters, mesh, netted shirts, tube tops or cutoff tee shirts in classrooms, cafeteria, Kearny lounge and offices.
4. Bare feet or indoor slippers.
5. Blue jeans at programs dictating professional or formal attire, such as Commencement.
6. Clothing with derogatory, offensive, and/or lewd messages either in words or pictures.
7. Pants must be worn fastened securely at the waist and are not allowed to sag below the waistline.

FERPA - Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students specific rights to their education records. The rights are:

- The right to inspect and review the student's education records within forty-five (45) days of the day the University receives a request for access. A student who wishes to inspect her or his record should submit written requests to the Office of Records and Registration for the record(s). The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The registrar will inform the student if the record requested is not maintained by the Office of Records and Registration and will advise the student of the University official to whom the request should be addressed.
- The right to request amendment of the student's educational record(s) that the student believes is inaccurate or misleading. The student should write the Registrar, the Vice President for Student Success or the University official responsible for the record and ask for a review of her or his record. The letter should specify the part of the record that he or she believes is inaccurate and specify why it is incorrect or misleading. A student may ask the University for a hearing to amend the record that they believe is incorrect or misleading. The University will notify the student in writing.
- The right to consent to disclose personal identifiable information contained in the student's education records. The exception is information FERPA authorizes disclosure without consent, such as to University officials with legitimate educational interests and the need to know.

A University official is an individual employed by the University with administrative, supervisory, academic, research or support staff rules and responsibilities, including but not limited to, public safety; an individual with whom the University has contracted, such as an auditor, attorney, or collection agent; an individual serving on the Board of Trustees, or a student serving on an official committee or assisting a University official performing her or this duties. A University official has a legitimate educational interest if he or she needs to review an education record to fulfill his or her professional responsibility.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by Dillard University to comply with the requirements of FERPA. Complaints should be address to the Family Compliance Office, Department of Education, 400 Maryland Avenue, S. W., Washington, and D. C. 20202-5920.

Dillard University, at its discretion, will release Directory Information, as it is allowed by FERPA, without a student's prior consent unless she or he specifies in writing not to release directory information prior to his or her consent. Directory information is for internal use. It includes a student's name, address, telephone number, cell number, classification, enrollment status, participation in officially recognized activities and intercollegiate athletics, and degree earned. The exceptions to internal use are: (1) the University may use a student's name in a press release about activities and intercollegiate sport; (2) in response to legitimate inquiries such as compliance with a lawfully issued subpoena or court order. A student may request to withhold information from the University directory by informing the registrar in writing by the end of the second week for each semester and the summer session(s).

In instances of potential harm, hospitalization, or emergency situations, the Vice President for Student Success or designee, reserves the right to contact parents, guardians, or emergency contacts. Persistent misconduct and/or alcohol or drug interventions may also be occasions in which parents and/or guardians may be contacted.

FERPA questions should be directed to Office of Records and Registration.

FINANCIAL AID AND SCHOLARSHIPS

Review for SAP includes a review of all courses attempted throughout a student's career at Dillard, not on a semester or yearly basis.

What is required to maintain SAP?

There are three components to the SAP requirement. Each component is detailed below. Failure to comply with any one requirement may result in a loss of aid eligibility:

MAINTAIN A MINIMUM CUMULATIVE GRADE POINT AVERAGE (GPA)

Freshman (0-29 hours attempted)	1.50 minimum GPA
Sophomores (30-60 hours attempted)	1.75 minimum GPA
Juniors/Seniors (61 and above hours attempted)	2.00 minimum GPA

All students must complete 70% of all coursework while attending Dillard. This includes any accepted coursework that is transferred in from other institutions.

COMPLETE A DEGREE OR CERTIFICATE PROGRAM IN NO MORE THAN 150% OF THE AVERAGE LENGTH OF THE PROGRAM:

Students are expected to complete degree requirements within a reasonable timeframe based on the average length of their program. Students must complete graduation requirements in no more than 150% of the average length of their program. For example, a program that requires 124 credits to graduate can have no more than 186 credits transferred accepted from other institutions, assuming the requirements above are also met. Undergraduates who have completed all coursework required for a major or degree will only be eligible to receive loan funds, even if they have not completed an application to apply for graduation. This includes any student pursuing a double major or dual degree that's completed the necessary coursework for one major or degree and is still completing coursework for the second major or degree.

Note: Students cannot receive Merit Scholarships beyond 08, full-time semesters and 06, full-time semesters for Transfer Students.

Will I be notified if and when I fail to achieve SAP?

Yes. At the end of each Spring semester, the Office of Financial Aid and Scholarships will review the progress of each student. Students who have not met all three of the requirements listed above (for all terms enrolled, not just those terms that you received aid) will be notified in writing that they are on SAP hold.

What happens if I fail to meet the requirements of SAP probation?

Students who fail to adhere to the terms of SAP are ineligible for financial aid. A written notification is sent to all students who fail to comply with the terms of their probation.

How do I regain financial aid eligibility if I fail to meet the terms of SAP?

To regain eligibility, a student must do ALL the following:

1. complete a minimum of 12 credit hours WITHOUT financial aid from Dillard University, if approved by the student's academic advisor;
2. achieve a minimum GPA of 2.0 G.P.A.; and
3. complete 100% of attempted credit hours.

What do I do if special circumstances exist?

Contact a financial aid advisor if you have been notified that you have been placed on SAP hold, or your financial aid eligibility has been suspended, and special circumstances exist. With proper documentation of circumstances (i.e., doctor's notice, letter from academic advisor, etc.), you may appeal the SAP hold and/or aid eligibility suspension by completing a *Satisfactory Academic Progress Appeal Form*. This form is available from the Office of Financial Aid and Scholarships. Also contact your academic advisor to help you develop a plan for achieving good academic standing.

How do poor and incomplete grades, withdrawal from classes, and repeated classes affect my SAP status?**GRADES:**

Only courses for which the student received grades of A, B, C, D or P are acceptable. Grades F, I, W, or WF are not acceptable. Students who fail to complete at least 70% of attempted credit hours because of incomplete grades will be placed on SAP suspension.

TERMS WITH ALL FAILING GRADES:

Students will be asked to verify attendance during a term in which all grades received are unacceptable (as defined above). Failure to verify attendance will result in cancellation of all aid.

WITHDRAWAL

Any student who withdraws from all classes will have his or her financial aid eligibility suspended until the student meets with a financial aid advisor. Any student who fails to complete 70% of attempted credit hours because of withdrawal from classes will be placed on SAP probation.

REPEATED CLASSES

A student may not receive financial aid to repeat a class for which a grade of W, I, or WF, or FA was received that was not completed within a prescribed timeline. Classes for which the student received grades of F or D-may be repeated twice. However, repeating classes that will not result in additional credit hours or honor Points (per University policy) will not improve the student's completion rate.

Return of Title IV (Federal) Financial Aid

The federal government mandates that students who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that have been disbursed in excess of the earned amount must be returned by the university and/or the student to the federal government. Thus the student could owe aid funds to the university, the government, or both.

To determine the amount of aid the student has earned up to the time of withdrawal, OFA&S divides the number of calendar days the student has attended classes by the total number of calendar days in the semester (minus any scheduled breaks of 5 days or more). The resulting percentage is then multiplied by the total federal funds that were disbursed (either to the student's university account or to the student directly by check or direct deposit) for the semester.

This calculation determines the amount of aid earned by the student that he or she may keep (for example, if the student attended 25% of the term, the student will have earned 25% of the aid disbursed). The unearned amount (total aid disbursed minus the earned amount) must be returned to the federal government by the university and/or the student. The Office of Financial Aid and Scholarships will notify and provide instructions to students who are required to return funds to the government.

Students whose circumstances require that they withdraw from all classes are strongly encouraged to contact the Office of Financial Aid and Scholarships and their academic advisor before doing so.

At that time, the consequences of withdrawing from all classes can be explained and clearly illustrated. The Office of Financial Aid and Scholarships financial aid counselors can provide refund examples and further explain this policy to students and parents.

ALLOCATING RETURNED TITLE IV (FEDERAL) AID

Funds that are returned to the federal government are used to reimburse the individual federal programs from which the student received the aid. Financial aid returned (by the university and/or the student or parent) must be allocated, in the following order, up to the net amount disbursed from each source:

1. Federal Unsubsidized Stafford/Direct Loan
2. Federal Subsidized Stafford/Direct Loan
3. Federal Perkins Loan
4. Federal Stafford/Direct PLUS (Parent) Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant (FSEOG)
7. Other Federal Loan or Grant Assistance

GREEK LIFE

In order to seek membership into a Greek-lettered organization on Dillard University's campus, students must meet the University's requirements detailed below. A student is eligible to apply for Membership Intake when he/she has:

1. Registered as a full-time Dillard University student for two (2) consecutive semesters; (summer session is not applicable)
2. Earned a minimum of 30 credit hours;
3. Maintained a cumulative grade point average of 2.75 or above, with no grade(s) of "I";
4. Attend Greek 101 Anti-hazing Workshop;
5. Complete Hazing Training Module;

6. Signed a copy of the current Dillard University Anti-Hazing Policy;
7. Achieved a record of good citizenship, which includes but is not limited to: (a) not currently on probation or suspension, (b) not on restrictions of any kind, and (c) incomplete judicial sanctions, as reported from the Office of the Dean of Students; and
8. Received fiscal clearance, as reported from the Office of Business & Finance.

Dillard University joins the nine historically African American Fraternities and Sororities, the Council of Presidents representing these nine organizations, as well as the National Pan-Hellenic Council, Inc. and many other national organizations including the National Association of Student Personnel Administrators, the Association of Fraternity Advisors, the National Pan-Hellenic Conference, and the North American Interfraternity Conference in support of the elimination of hazing.

HIPPA - The Health Insurance Portability & Accountability Act

The Health Insurance Portability & Accountability Act (HIPPA) of 1996 mandates certain rights to privacy regarding protected health information (PHI).

Notice of Privacy Practices Policy

This notice describes how medical information may be used, disclosed, and how students may get access to personal health information.

The Health and Wellness Center provides medical health care services. The staff and providers of the center must collect information to provide medical services. The Health and Wellness Center knows that information we collect about you and your health is private. We are required to protect this information by Federal and

State law. We call this information “protected health information.” Personal and health information includes both medical information and individually identifiable information, like your name, address, telephone number, or Social Security number. We protect your information in all formats including electronic, written and oral information.

This Notice of Privacy Practices is used to inform the Dillard community on the use and disclosure of medical information. The Health and Wellness Center may change its privacy practices and make that change effective for all PHI maintained by Dillard University. The effective date of this Notice of Privacy Practices is April 4, 2011.

Dillard University Health and Wellness Center may use and disclose information without your authorization for the following:

1. **Treatment.** Health care information may be disclosed to other health care providers involved in treatment and health care.
2. **People you designate.** Information may be released to individuals at the request of the student.
3. **Payment.** Information may be used or disclosed to get payment for services rendered through an outside party.
4. **Health Care Operations.** Information may be used or disclosed to manage Health and Wellness Center programs and activities.
5. **Public health activities.** The Louisiana Department of Health and Hospitals is the public health agency that keeps and updates vital records such as births, deaths, and tracking of some health care issues and diseases.
6. **Health Oversight activities.** Information may be used or disclosed to agencies during the course of audits, investigations, inspections, licensure and other proceedings.

7. **Required by Law for Law Enforcement.** Health and Wellness Center will use and disclose information when required by Federal or State law, by a court order, or Dillard University Office of Public Safety.
8. **Abuse Reports and Investigations.** Dillard University Health and Wellness Center is required by law to receive and investigate reports of abuse, neglect or exploitation.
9. **Government Programs.** Information may be used or disclosed for public benefits under government programs.
10. **University officials.** Information may be used or disclosed to administrative personnel for administrative intervention.
11. **To avoid harm.** Information may be used or disclosed in order to avoid a serious threat to health, welfare and safety of a person or the public.
12. **Disaster relief.** Information may be used or disclosed to a public or private disaster relief organizations assisting with an emergency.

Other rights regarding your health information

1. Students have the right to inspect your health information and obtain a copy of it.
2. Students have the right to request to receive your health information through a reasonable alternative means or at an alternative location.
3. Students have the right to revoke any authorization given to the university to use or disclose health information, except to the extent that the action has already been taken.
4. Students have the right to be told to whom health information was given within five (5) years of your initial visit
5. Students have the right to ask for amend health information to be amended in writing. Once a decision is rendered, the appropriate university personnel will correspond with the student in writing.
6. Students have the right to request a restriction on certain uses and disclosures of their health information. The Health and Wellness Center is not required to agree to the requested restriction.

Any of the above requests must be made in writing and submitted to Dillard University Health and Wellness Center.

IDENTIFICATION CARD (ID CARD)

Each student is issued a University identification card at registration. Students, faculty, and staff are required to display their identification cards at all times, and, when asked, present to a University official. Lost or stolen identification cards must be replaced within ten (10) business days.

ID BADGE ENFORCEMENT GUIDELINES

Dillard University’s Office of Public Safety enforces the wearing of the Dillard University ID Badge by all members of the university community.

ENFORCEMENT GUIDELINES

1. Campus Public Safety Officer will have the discretion to ask all personnel entering Dillard's campus via the walkway gates or in a vehicle to present their Dillard University ID Badge.

2. Students, faculty, and staff may be asked to wear ID's in a visible fashion to be seen by campus public safety officers and others on campus.
3. All departments should ask for the ID of faculty, staff, and students to verify identity.
4. No personnel are allowed to give their ID Badge to another employee or person to gain entry into a selective card access area or to use privileges associated with the card (i.e. meal plan; copy rights; entrance to events)
5. Each department head will be asked to submit names of employees in their area that would need building (Rosenwald Hall) access after 6:00pm when the building is closed for the evening.

Visitor's Policy

Visitors that are scheduled to meet with or have an appointment to meet with someone here on campus should email name, date and time of visit and place of visit to the Office of Public Safety so a parking pass and visitor's pass can be issued at the gates.

Visitors of campus residents must present a valid picture ID to Residential Life staff and complete the sign-in process upon entering any residence hall or facility. Visitors must complete the sign-out process upon exiting the halls or facilities. Visitors must adhere to all university policies. All visitors must be accompanied by the host at all times.

Entering campus after close of business and weekends:

1. Students, faculty, or staff should present their Dillard University ID Badge to the officer on duty.
2. Students, faculty, or staff should provide the officer with the location or destination that they are going to or wish for the officer to open.
3. The officer will only open an area that is authorized to the faculty or staff member. The officer will not open any office not assigned to the faculty or staff member.
4. The staff or faculty member must call the DUPD Dispatcher (5310) on their departure from the area or destination.
5. Faculty or staff members not in possession of their Dillard ID badge will be cited and reported to their supervisor.

Failure to Comply:

1. Students:
 - a. 1st Occurrence: Written notice and copy sent to Office of the Dean of Students.
2. Faculty:
 - a. 1st Occurrence: Written notice and copy submitted to Academic Affairs.
3. Staff:
 - a. 1st Occurrence: Written notice and copy submitted to supervisor and human resources.

ILLEGAL DRUGS & ALCOHOL POLICY

Dillard University recognizes that illegal or abusive use of alcohol and other drugs by members of the university community has a detrimental effect on the university's commitment to provide continual excellence in teaching, research and education. Misuse of drugs by students poses hazards both to the individual involved and to the community. Students share with faculty and staff the responsibility for

creating attitudes conducive to eliminating the abuse of alcohol and other drugs within the university community.

Dillard University's approach to addressing substance abuse emphasizes:

- Promoting a healthy environment for our campus community.
- Maximizing opportunities for student development and academic success.
- Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.
- Providing continuous access to prevention, health promotion and medical and behavioral healthcare services, along with referrals to off-campus treatment facilities as appropriate.
- Encouraging individuals who are experiencing problems associated with alcohol and other drugs to seek assessment and treatment.
- Engaging in ongoing self-assessment of university sanctions for the illegal manufacture, distribution, use or possession of drugs and the unlawful possession or use of alcohol.
- Compliance with the Drug-Free Schools and Communities Act Amendments of 1989: Public Law 101-226 (Appendix A) and Executive Order 12564, Public Law 100-71 and subsequent regulations including the Drug Free Workplace Act (Appendix B).

Please visit www.dillard.edu and click on MyDU for the complete drug and alcohol policy.

IMMUNIZATION REQUIREMENTS

In accordance with Louisiana State Health Department, all students must provide proof of vaccination to be enrolled at Dillard University. Vaccinations are required as a component of Dillard University admission and enrollment requirements.

Students must provide proof of immunization to the Health and Wellness Center for the following:

1. Measles, Mumps and Rubella (MMR). Students will need two (2) doses of Measles, Mumps, and Rubella (MMR) if born on or after January 1, 1957.
2. Diphtheria-tetanus (DT) or Tetanus diphtheria tetanus pertussis toxoid (Tdap). Immunization of either one above within the last 10 years.
3. TB Skin test (Mantoux/Tuberculin). Current within six months prior to Dillard University admission
4. Meningococcal. Immunization within the last **four years** prior to admission.*

*All students residing in any residence hall provided by Dillard University will have proof of the Meningococcal vaccine before they are allowed into housing on opening date of assigned residence. No Temporary Exemptions will be given for the Meningococcal vaccine. Failure to provide proof of immunization may result in the students' registration and admittance to residence hall delayed. For information on the Meningococcal vaccine please go to <http://www.cdc.gov/vaccines/pubs/vis/downloads/vismening.pdf>

MEDICAL EMERGENCIES

In the event of a medical emergency during normal business hours, Monday – Friday, 8am -5pm, with the exception of approved university holidays and weekend days, medical and psychiatric issues will be referred to the office of Student Health and Wellness. When the Student Health and Wellness Center is closed, the Office of Public Safety will serve as the initial contact for service.

Definitions:

Medical emergency means an injury or medical condition of recent onset and severity including severe pain that would lead a prudent lay-person, acting reasonably and possessing an average knowledge of medicine and health, to believe that the absence of medical attention could reasonably be expected to result in:

- (a) placing the health of a person, or with respect to a pregnant woman, the health of the woman or her unborn child in serious jeopardy;
- (b) serious impairment to such person's bodily functions;
- (c) serious impairment or dysfunction of any bodily organ or part of such person; and/or
- (d) serious disfigurement of such person.

Examples of medical emergencies include, heart attacks or stroke; severe abdominal pain; severe bleeding, loss of consciousness, gun shot or stab wounds, injuries to eyes or any attempted suicide, by any means.

Non-medical emergency is defined as any injury that does not involve a medical emergency as defined above.

The Standard Operation Plan (SOP)

In the event of medical or non-medical emergency, the Office of Public Safety should be notified by dialing (504) 816 – 4911 or 4911 from an on campus telephone. If delay may increase the likelihood of severe injury or death, non-university 911 should be contacted first. The Office of Public Safety must be contacted immediately thereafter.

1. Information describing the medical condition, number of person (s) involved, location of the medical condition, name and a call back number are important to share with the Office of Public Safety. This is particularly important for medical emergencies in order for the Public Safety personnel to expedite the arrival of Emergency Medical Services (EMS) by providing directions as well as escort to the scene of the emergency.
2. The Office of Public Safety should assign a person to greet emergency personnel at the place where the person with the medical condition is located.
3. The responding Public Safety Officer will contact the Chief of Police and the Professional Staff member on duty. The Professional Staff member on duty will contact the Dean of Students and/or the Vice President for Student Success.
4. The Office of Public Safety and Professional Staff member on duty will prepare an objective incident report on the day of event and email it to the following: Dean of Students, Vice President for Student Success, and Student Health and Wellness Center.
5. In consultation with the medical provider and/or practitioner (or designee), and the Vice President of Student Success (or designee), the emergency contact on file for the student

will be contacted. No medical information will be communicated to the emergency contact. The emergency contact will be **notified for all incidences regarding psychiatric and medical emergencies.**

Ambulance Transport Services:

1. If the student requires transportation by ambulance, their insurance card and student identification cards should be made available.
2. Dillard University will make arrangements for transportation to a medical facility.
3. Dillard University is not responsible for payment for transportation to or from a medical facility.
4. Upon discharge from any medical facility it is the student's and/or parent/guardian's responsibility to make arrangements for transportation back to Dillard University.

Psychiatric Emergencies on Dillard University Campus

A psychiatric emergency is defined as any situation where a student attempts to take his/her life, either by drugs, or physical means meant to harm him/herself. A psychiatric emergency may also be defined as any situation where a student attempts to cause harm or harms another individual. Whenever a student demonstrates a risk of destructive behavior towards him/herself or others, immediate assistance should be sought by the Dillard University Police 4911; Student Health and Wellness Center, Student Union Building Room 166, at extension 4532, and/or Counseling Services, Dent Hall Room 110, at extension 4714. The mental health evaluation determines the subsequent actions needed to provide the student with proper support and monitoring during this critical period.

Standard Operation Plan (SOP)

The following plan is designed for the management of students who indicate potential harm to self or others:

Signs of suicidal students, which may include:

- Student engages in or attempts to engage in behavior with potential harm to self (e.g., swallowing razor blades, ingesting pills, placing a bag over head, self-mutilation).
- Student talks about or threatens suicide or self-injurious behavior with staff or other student(s).
- Student has a documented history of previous suicidal attempt(s) or self-harm.
- Student exhibits markedly sad, tearful behavior, or reduced emotional reactivity.
- Student makes vague references to death.
- Student exhibits dramatic shifts from depression to elation, or agitated depression to calm.

- Student appears withdrawn with minimal responses, typically registered in a flat, emotionless tone.

The **referral process** for the potentially suicidal student is as follows:

- The Office of Public Safety should be contacted at extension 4911 for all potential suicidal threats/attempts. The Professional Staff member on duty, Dean of Students and/or Vice President for Student Success must be contacted for all potential suicidal threats/attempts.
- Any student who has attempted suicide is given medical attention; referred to the Student Health and Wellness Center, Student Union Building Room 166, at extension 4532, and/or Counseling Services, Dent Hall Room 110, at extension 4714; or is sent directly to the hospital.
- Any faculty or staff member that is concerned that a student may be potentially suicidal and/or a threat to self or others should inform the Student Health and Wellness Center, Student Union Building Room 166, at extension 4532, and/or Counseling Services, Dent Hall Room 110, at extension 4714.

Automatic External Defibrillator (AED)

Automated External Defibrillator (AED) is available to assist anyone who has suffered a sudden cardiac or respiratory arrest.

AEDs are located in the following buildings:

- The Office of Public Safety
- Rosenwald Hall 1st floor near main entrance
- Stern Hall 1st floor near main entrance
- Dent Hall- Athletic training room
- Cook Hall 1st floor
- Williams Hall – residence office
- Library – Main desk
- Student Health and Wellness Center

Anyone can access and use the AED if needed. Directions are given to the user by turning on the AED. However, to maximize the effectiveness of the AED, it is important that the Office of Public Safety is notified immediately at extension 4911 or call the Student Health and Wellness Center at extension 4532. The exact details of the event must be given to the dispatching officer, to include:

- Exact location; building, floor, room number, open area location.
- Information if known:

WHO: faculty, staff, and/or students

WHAT: incident details (if witnessed)

WHEN: approximate time of incident; or length of time of incident

WHERE: location of incident

HOW: incident occurred (witnessed or not witnessed)

This information will expedite the need of EMS personnel for assistance.

Medical Hospitalization and Transportation

In the event of a student requiring hospitalization, it is the student/parent/guardian's responsibility to provide transportation from the facility where the student is being discharged. If the student is having problems with transportation back to Dillard University, the student is encouraged to utilize case management at the facility of admittance.

Medical personnel are best equipped to monitor student health in route to a medical facility. Should any Dillard University student require transportation to the hospital or emergency care facility, an ambulance will be contacted. In non-emergency situations, students may find alternative means of visiting off campus emergency or non-emergency facilities.

Dillard University staff is prohibited from transporting students for medical emergencies and/or psychiatric situations.

PSYCHIATRIC ADMISSION AND/OR DISCHARGE

A medical doctor, psychiatrist or the Coroner's office may initiate the Physicians Emergency Certificate (PEC) for anyone who requires mental health care or evaluation due to suicidal threats and/or attempts, any violent harm to oneself and/or others.

The Office of the Dean of Students, the Office of Student Support Services and the Office of Public Safety encourage the parental/guardian involvement of any student placed on a Physicians Emergency Certificate (PEC) or Certified Emergency Certificate (CEC). University representatives reserve the right to contact parents, guardians, or caregivers in the event of potential or actual self-harm behavior.

A Physicians Emergency Certificate (PEC) is a valid psychiatric hold for 72 hours.

A Coroner's Emergency Certificate (CEC) is valid inpatient psychiatric evaluation for 15 days in a psychiatric hospital.

Dillard University is not liable for transportation to and from a medical facility requiring psychiatric services. However, New Orleans Emergency Medical Services (EMS) 911 will be activated from the Office of Public Safety if needed.

It is the responsibility of the student/parent/guardian to make transportation arrangements upon discharge from any facility/agency.

INVOLUNTARY MEDICAL WITHDRAWAL

Students are considered adults when attending the University, and students have a responsibility to not cause harm to themselves or others and to participate in University life safely. A student whose conduct, actions, or statements pose a significant danger of serious harm to the health or safety of themselves or others at the University may be subject to involuntarily withdrawal from the University by the Dean of Students or designee.

Such action will be taken only after an individualized assessment of the student and his or her conduct and in consultation with the University CARE Team.

Involuntary withdrawal of a student is intended as a last resort, when all other options have been considered and are inapplicable, incompatible, or ineffective. Nothing in this policy shall, nor is intended to, override or interfere with a student's right to reasonable accommodations under the Americans with Disabilities Act. Dillard University restates here its commitment to providing reasonable accommodations for students with disabilities.

- (1) A student subject to involuntary withdrawal shall be afforded written notice of the University's intended decision to seek an involuntary withdrawal stating the reasons for the action and the opportunity to provide a response to the notice for consideration by the Dean of Students or designee within five (5) days of the notice.
- (2) Should circumstances warrant, a student may be subject to an immediate temporary withdrawal, pending a further determination. A student subject to an immediate temporary withdrawal shall be provided notice of such withdrawal stating the reasons and an opportunity to respond to the Dean of Students or designee as soon as reasonably possible after such withdrawal. After so responding, the temporary withdrawal may be rescinded, modified, or allowed to stand pending further determination. Notice of this decision shall be given to the student.
- (3) Failure of a student to take the opportunity to respond at the time and in the manner provided by the University shall not affect the validity of or delay any decision made under this policy.
- (4) A student subject to involuntary withdrawal may receive a refund of tuition and fees.
- (5) A student subject to involuntarily withdrawal shall have a hold placed on his or her records and enrollment, and the University may impose conditions for readmission, including but not limited to one or more of the following:
 - (a) Requiring the student to provide the Dean of Students or designee a complete written assessment from the student's treating physician, independent licensed psychiatrist, or other licensed mental health provider stating that the student is ready and able to safely return to his or her educational pursuits;

- (b) When necessary, a determination from an outside independent licensed psychiatrist or other licensed mental health provider retained by the University and at the cost of the student, that the student is ready and able to safely return to the University;
- (c) A written agreement from the student to attend and participate in any treatment/programs/meetings to the extent recommended by student's treating physician or licensed mental health provider and/or an independent licensed psychiatrist or other licensed mental health provider retained by the University; and/or
- (d) A determination by a University official or officials, made after consultation with appropriate personnel, that student has met conditions for readmission and that the University has appropriate resources to support and meet any ongoing needs of the student.

All records regarding suicide gestures or attempts will remain confidential in accordance with the Family Educational Right to Privacy Act (FERPA) and the Health Insurance Portability Accountability Act (HIPAA).

MEDICAL EXCUSE POLICY

Excessive absences due to medical illness/injury interfere with the educational goals and academic success of both the student and the University. Students are encouraged to visit the health center *before, between, or after* scheduled classes as not to interfere with academic achievement. At no time does the Health and Wellness Center supports excessive absence.

A *Student Excuse* note or *Office Visit* note does not guarantee an excuse from class attendance, duties, or assignments. Refer to the *University Catalog* for additional information.

Absence from class:

1. A student whose illness warrants an absence from class will be issued a **Student Excuse** note from the provider, if he/she has been seen by the provider on staff in the center; or if the illness/injury warrants an absence from class based on diagnosis and/or symptoms at the time of the medical evaluation.
2. An **Office Visit** note will be given to validate the student's visit to the Health and Wellness Center for medical care and/or consultation.
3. Students are encouraged to seek out health care through the student health center on the day of the illness.
4. If the student has been seen by a provider other than the provider at Health and Wellness Center, the student must get an illness note from the provider from whom the student has sought out medical care.
5. A **Student Excuse** or **Office Visit** note will only be issued at the *time of occurrence (injury and/or illness)*. It will not be issued at the end of the semester for an earlier illness or backdated for illness/injury not confirmed by the Dillard University Health and Wellness Center.

ABSENCE AFTER HOSPITALIZATION OR LENGTHY ILLNESS/INJURY

1. Students who have been hospitalized or absent due to a lengthy illness or injury must submit a Return to School statement from his/her provider indicating health clearance. A copy of the statement should be given to the Health and Wellness Center to keep in the medical file.
2. Refer to the *University Catalog* for additional information regarding class absences.
3. It is ultimately the student's responsibility to make arrangements with instructors for any missed assignments or class time due to an illness or injury.
4. Students are encouraged to register with the Office of Disability Services to obtain accommodations during and after the hospitalization due to an illness or injury.

MEDICAL INSURANCE PROGRAM

Dillard University is committed to promoting good health and meeting the medical needs of its students. A health insurance plan is a critical component in providing peace of mind, knowing that students can receive the appropriate medical services they need in the event of a sickness or injury. Students attending Dillard University are encouraged to enroll in a private or government sponsored health insurance program. Dillard University does not sponsor student health insurance.

NONDISCRIMINATION POLICY STATEMENT

Dillard University is an Equal Opportunity/Affirmative Action Employer. Dillard University strictly prohibits discrimination on the basis of sex, sexual orientation, race, creed, national origin, age, disability or veteran status in recruitment and admissions to educational programs, extracurricular activities, employment, scholarships and awards, and other areas not specifically covered by the foregoing. Any member of the Dillard University community, classified as student, faculty, or staff, who believes he or she is a victim of discrimination in violation of this policy should immediately report the incident to the Director of Human Resources. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University's discrimination policy will not suffer any adverse consequences.

NON-RETALIATION STATEMENT

Dillard University strictly prohibits retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations of sex discrimination, sexual harassment, and sexual violence. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual, undertaken or attempted either directly or by someone acting on behalf of another, will be addressed by the Office of Human Resources, Office of the Dean of Students, or the Office of Academic Affairs, and individuals who engage in such actions are subject to discipline up to and including suspension, exclusion, or dismissal from the University, consistent with University procedure. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of sexual misconduct should report such concerns to the Title IX Coordinator or to any Deputy Coordinator, who shall take appropriate actions to address such conduct in a prompt and equitable manner.

RESIDENCY REQUIREMENT

First-year, full-time students (with less than 30 semester hours) are required to live on campus during their first year at Dillard University unless a valid exemption has been granted by the Office of Residential Life. An exemption will be granted to students who meet one or more of the following criteria:

1. Commute no more than 50 miles from the home of a parent or guardian.
2. Are legally married.
3. Have residential custody of dependent children.
4. Are active duty military personnel or veterans.
5. Are 21 years of age or older.
6. Have a documented medical condition as approved by the Center for Health and Wellness and/or the Office of Disability Services, where living off campus would be a reasonable accommodation.

Students who commute no more than 50 miles from the home of a parent or guardian, with the home address being determined by the permanent address indicated on the Application for Admission, are automatically exempted from the Residency Requirement. No further action is needed on the part of the student.

All other students requesting an exemption to Dillard University's residency requirement must complete a Residency Requirement Exemption Request Form available from the Office of Residential Life. A Residency Requirement Exemption Request may only be submitted once per academic year and must be submitted no later than 10 business days prior to the date of enrollment.

Upon receipt of a completed Residency Requirement Exemption Request Form and supporting documentation, the Office of Residential Life will make a recommendation to the Dean of Students whose decision is final.

The residency requirement does not preclude the removal of a student from housing and termination of the housing contract if the student fails to abide by the rules and regulations of the University.

RESIDENTIAL STUDENT EVACUATION POLICY

All residential students are required to submit a Primary Evacuation Plan to the Office of Residential Life prior to taking occupancy within the housing unit. Residential Life keeps all Primary Evacuation Plans on file. When a state of emergency has been declared that requires residential students to evacuate from campus, residential students are required to activate their Primary Evacuation Plan and begin checking out of the residence halls.

The university recognizes that not all residential students will be able to evacuate on their own. The university can provide limited transportation at the student's expense or offsite shelter to a limited number of residential students.

Students who are unable to evacuate on their own are required to alert the Office of Residential Life by submitting either a Request for Transportation Assistance Form or Shelter of Last Resort Form by the required deadline.

ROMANTIC OR SEXUAL RELATIONSHIPS BETWEEN FACULTY, STAFF AND STUDENTS

When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the university, there is the potential for a conflict of interest, favoritism, and exploitation. In order

to protect the integrity of the university academic and work environment, this policy outlines limitations on consensual romantic or sexual relationships between faculty, staff and students at Dillard University.

For the purpose of this policy, *consensual romantic or sexual relationships* means relationships of a romantic, dating, and/or sexual nature entered into with consent of both parties. For the purpose of this policy, *supervisory or evaluative authority* is the power to control or influence another person's employment, academic advancement, or extracurricular participation, including but not limited to, hiring, work conditions, compensation, promotion, discipline, admission, grades, assignments, supervision of dissertations, recommendations, financial support, or participation in extracurricular programs.

Evaluative Authority

When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the university, such as faculty-student, supervisor-supervisee, advisor-advisee, coach-student, senior faculty-junior faculty, senior staff-junior staff, or faculty-staff, there is the potential for a conflict of interest, favoritism, and exploitation. These relationships may be less voluntary than the person with greater power perceives, or circumstances may change and conduct that was once welcome may become unwelcome. The fact that a relationship was initially consensual does not insulate the person with greater power from a claim of sexual harassment. Further, a party's professional or academic reputation may suffer due to perceptions of favoritism or exploitation. Moreover, such relationships may lead to restricted opportunities, or a perception thereof, for others in the work or academic environment.

To protect the integrity of the university academic and work environment, Dillard requires that when a consensual romantic or sexual relationship exists or has existed between people in positions of unequal power at the university, the person with the greater power must not hold any supervisory or evaluative authority over the other person in the relationship, except as provided below.

If such a consensual relationship exists or develops, the person in the position of greater power must immediately report the relationship to his or her department chair, dean, or the Office of Academic Affairs (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member). It is the responsibility of both the person with the greater power in the relationship and the individual to whom the relationship is reported to ensure that the party with the greater power is removed from any supervisory or evaluative authority over the other party to the relationship. In extraordinary circumstances where removal of supervisory or evaluative authority is not practicable, the parties must work with the department chair, dean, and the Office of Academic Affairs (in the case of a faculty member), or the Office of Human Resources (in the case of a staff member) to determine whether a written management plan can be developed to manage the conflict of interest. Failure to comply with the notification, removal, or management plan requirement is a violation of this policy.

Relationships between faculty/students and coaches/students

Consensual romantic or sexual relationships between faculty and students or coaches and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest since a teacher's or coach's influence and power may extend beyond the classroom, department, or team. There is always the possibility that the faculty member or coach may unexpectedly be placed in a position of power over the student. Due to the institutional power differential in faculty-student and coach-student relationships, there is the inherent risk of coercion and the perception by others of exploitation.

Accommodations for preexisting relationships between a faculty/staff member and a prospective student will also be considered on a case-by-case basis, and, when possible, will lead to development of a

management plan in consultation with the department chair, dean, and the Office of Academic Affairs. Failure to comply with the required notification, removal of evaluative authority or management plan is a violation of this Policy.

Consequences for violations

If any faculty, staff, or student of Dillard violates the terms of this Policy, disciplinary action will be taken in accordance with relevant disciplinary procedures contained in the relevant handbooks, policies, procedures, practices, or contracts. Violations of this policy will result in disciplinary actions, which can include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, demotion, exclusion, expulsion, and termination of employment.

SEXUAL HARASSMENT POLICY STATEMENT

It is the policy of Dillard University that all decisions regarding educational and employment opportunities at this University shall be made without unlawful discrimination because of race, sex, sexual orientation, color, creed, age, national origin, disability or veteran status. Sexual harassment is a form of sex discrimination and is therefore in violation of University policy as well as federal and state statutes

Sexual harassment in any form is prohibited under this policy. Sexual harassment is a form of discrimination and is unlawful under Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. According to these statutes, sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for employment or educational decisions or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment.”

Sexual harassment is defined as unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct or communication of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or services, or academic status; or
- Submission to, or rejection of, such conduct by an individual used as a basis for employment, or services, or academic decisions affecting him or her; or
- Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual's work or academic performance or of creating an intimidating, hostile or offensive employment, service, or educational environment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome and that is personally offensive, and therefore interferes with work or learning effectiveness.

Sexual harassment may take different forms. Examples of conduct that may constitute sexual harassment are:

1. Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, threats, requests for any type of sexual favor (this includes repeated, unwelcome

requests for dates), and verbal abuse or “kidding” which is oriented towards a prohibitive form of harassment, including that which is sex oriented and considered unwelcome.

2. Nonverbal: The distribution, display, or discussion of any written or graphic material, including images, posters, and cartoons that are sexually suggestive, or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, email, that is sexual in nature.
3. Physical: Unwelcome, unwanted physical contact, including but not limited to, touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and/or fondling; forced sexual intercourse or assault.

Courteous, mutually respectful, non-coercive interactions between employees and/or students that are acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Sexual harassment may occur within a variety of relationships. These relationships may or may not involve unequal authority. Allegations of sexual harassment will be scrutinized, regardless of the relationship of a complainant to an alleged offender. Sexual Harassment will not be tolerated in any form.

Three forms of Sexual Harassment

A. Quid pro quo harassment

Where submission to harassment is used as the basis for employment or educational decisions. *Quid pro quo* harassment occurs when employee benefits such as raises, promotions, working hours, etc., or student benefits such as grades, assignments, recommendations, etc., are directly linked to compliance with sexual advances. Therefore, only someone with the authority to grant such benefits can engage in *quid pro quo* harassment.

Example: A supervisor promising or implying a raise to an employee if she goes on a date with him; a professor telling or suggesting to a student he will not get a recommendation for graduate school if he does not go out with her.

B. Hostile environment

Where the harassment creates an offensive and unpleasant working or learning environment. Hostile environment can be created by anyone in the work or learning environment, whether it is supervisors, fellow employees, professors, students, or outside contractors. Hostile environment harassment consists of language of a sexual nature, unwelcome sexual materials, or unwelcome physical contact as a regular part of the work environment. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.

C. Gender Based Hostility

Where an individual or individuals are harassed because of their gender.

Sexual Verbal Abuse is language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication which would be considered obscene.

Sexual misconduct in any form is prohibited. Sexual assault and sexual battery are both considered crimes of violence. Louisiana law defines rape as any anal, oral, or vaginal intercourse committed without lawful consent due to force, alcohol, narcotics, or unsoundness of mind. A person's conduct may violate Dillard University's definition of sexual misconduct while not violating Louisiana law.

1. Effective, lawful consent does not exist when a party has an abnormal condition of mind produced by any cause including but not limited to the ingestion of alcohol or drugs. There can be no effective, legal consent when a party knows or should know of an impairment of the other party's capacity to give knowing and completely voluntary consent.
2. Both partners must be equally free to act. The option must exist to change "yes" to "no" at any point in intimacy. Sexual activity may be deemed to be non-consensual if determined that coercion existed, meaning that each involved person was not afforded the option to choose whether or not to become, and continue to be, intimate with another.
3. Both partners must clearly communicate their willingness and permission. Consent is not the absence of the word "no". Sexual activity may be deemed to be nonconsensual if determined an individual did not display obvious and unmistakable communication of wishing to become intimate with another.

Any member of the Dillard University community classified as student, faculty, or staff, who believes he or she is a victim of discrimination in violation of this policy should immediately report the incident to the Director of Human Resources. Employees or students who present a complaint or participate in an investigation or other proceedings pursuant to Dillard University's discrimination policy will not suffer any adverse consequences.

SMOKING POLICY

Smoking is prohibited in Dillard University buildings and property. The use of all tobacco products are prohibited.

STUDENT COMPLAINTS POLICIES & PROCEDURES

POLICY

Directives from the United States Department of Education and SACSCOC Principle of Accreditation 12.4 require institutions of higher education to establish procedures for resolving student complaints. Compliance requires the maintenance of records related to all written complaints from students along with a log recording a summary of the complaint, the person or office charged to resolve the complaint, and the resolution or actions taken in response to the complaint. A written complaint from a student received by an office for redirection to another appropriate office becomes the responsibility of the receiving office.

Records associated with the written complaint along with information included in the log that contain personally identifiable information about students may be subject to the federal Family Educational Rights and Privacy Act of 1974 and should be protected against improper disclosure.

These records and logs are subject to examination or review by the United States Department of Education and the Southern Association of Colleges and Schools Commission on Colleges.

PROCEDURES

It is hoped that minor differences can be resolved without recourse to the process listed below. However, there may be situations where a more formal process may be necessary. This process is intended to settle disputes through mediation and reasoned discussion. It is not intended to supplant the student conduct process, the administrative rules of the University or any provisions of the collective bargaining agreement between the faculty or staff member and the University or any other appeal/grievance already existing within a department. Usually, the resolution of a complaint or grievance involves resolution of the problem/issue; not punishment of those involved. Students who intend to file a complaint or an academic or nonacademic grievance must follow the instructions below.

Academic Complaints: A student who wishes to raise a concern about an academic issue must initiate the process. The process requires the student to complete an “Academic Grievance” form and submit it to the person, instructor, staff, or administrator against whom the complaint is being made. If the grievance is resolved at that time, no further action is needed but both student and respondent should keep a record of the complaint with copies forwarded to the offices of the Program Coordinator, School Chair, College Dean, and Dean of Faculty and Student Academic Support Services, and Vice President for Academic Affairs within five business days.

If the grievance is not resolved, the student should appeal to the supervisor of the person, against whom the complaint is being made, (for example: if the unresolved grievance is against a faculty member, the student should appeal to the program coordinator). If the grievance is resolved with this person, no further action is needed but, as above, a record of the grievance and its resolution should be sent to the next lines of authority.

If the grievance is still not resolved, the same procedure may be used to appeal to the school chair, college Dean, and the Dean of Faculty and Student Academic Support Services, respectively. If the matter remains unresolved, the grievance may be appealed to the Vice President for Academic Affairs, whose decision is final. At each line of authority, the Academic Grievance form is completed and moved to the next level by all involved in the grievance process.

Please refer to the *University Catalog* for the complete student grievance policy for academic complaints.

Non-Academic Complaints: A non-academic grievance occurs when a Non-Academic Grievance Form has been filed because a student believes that he/she has been dealt with arbitrarily, unfairly or in ways which violate established laws, rules, policies or procedures, or past practices by the University as a whole or any unit or agency or function thereof and in a manner that has caused actual harm to the student. Prior to any grievance action, the student must attempt to obtain a satisfactory resolution through the Informal Complaint process. The Non-Academic Grievance Form must be filed no later than thirty (30) calendar days after the notice of informal complaint resolution decision, or if no decision was issued, no later than thirty (30) calendar days after the applicable decision deadline.

The director, administrator, or designee receiving the written grievance shall attempt to resolve the matter and is required to report the decision, in writing, to the complainant(s) and respondent(s) via their Dillard University email addresses within fifteen (15) business days of receiving the grievance petition.

If the grievant(s) wishes to appeal the grievance decision, the student must submit an appeal to the via the online Non-Academic Grievance Form along with the director’s, administrator’s, or designee’s written response to previous resolution attempts within ten (10) calendar days of receiving the decision, or if no decision was issued, no later than ten (10) calendar days after the applicable decision deadline.

Please refer to the www.dillard.edu, *MYDU*, for the complete student grievance policy for non-academic complaints.

STUDENT DEMONSTRATIONS

To ensure that public demonstrations of opinion do not violate directly or indirectly the rights of others by preventing the ordinary operation of the University, applications for permits for all activities in the nature of a public speech, rally, demonstration, march, or protest must be submitted a minimum of 48 hours in advance to the Office of the Dean of Students. If approved, the activities must be conducted in accordance with the rules set forth below and not violate any policies set forth in the Code of Student Conduct. The Dean of Students reserves the right to determine the time, place, and manner of any public demonstration in order to safeguard University operations and the rights of the University community. Participation in a demonstration without prior authorization could result in conduct action. The organizers of any demonstration should be aware that they are also responsible for compliance with the Code of Student Conduct, local, state, and federal law. The following types of conduct will be treated as disruptive and unacceptable:

- Obstruction or disruption of the affairs of the University including, without limitation, teaching, research, public presentations, administration, conduct procedures, athletic or dramatic events, or placement or recruitment services.
- Unauthorized entry to a University facility and failure to leave a University facility when requested to do so by a representative of the University.
- Obstruction of the entrance or exit to a University facility or a campus roadway.

TITLE IX POLICY

I. Introduction

Dillard University complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual and gender-based harassment, assault and sexual violence) based on gender in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of gender discrimination. Dillard University has designated a Title IX Coordinator to coordinate compliance with and respond to inquiries concerning Title IX.

The University will take prompt and effective steps to end any sexual or gender-based harassment and discrimination, assault and/or sexual violence as well as to eliminate any hostile environment. It will take prompt and effective steps to prevent the recurrence of the prohibited conduct, and remedy any effects on the victim or others as appropriate.

The purpose of this policy is to define the conduct prohibited, describe the process for reporting violations of the policy, outline the process used to investigate and adjudicate alleged violations of policy, and identify some of the resources available to students, faculty and staff involved in any incidents that may violate this policy.

II. Applicability and Prohibition

Members of the University community shall not engage in sexual discrimination, including relationship violence, stalking, or sexual misconduct (all of which are discussed in more detail below) against employees, students, or third parties. Persons who do so are subject to disciplinary action. The University also prohibits sexual discrimination, including relationship violence, stalking, and sexual misconduct by third parties towards members of the University community. The University prohibits retaliation, including retaliatory harassment, against individuals who report discrimination, relationship violence, stalking, or sexual misconduct or who participate in the University's investigation and handling of such reports.

This policy and the procedures for addressing complaints apply to all forms of sex discrimination, including sexual and gender-based harassment, assault, and violence, against students occurring in all of the University's programs and activities, including when:

- The conduct occurs on campus;
- The conduct occurs off-campus in the context of University employment, education, or research programs or activities, including, but not limited to, University-sponsored study abroad, internships, graduate/professional programs, intercollegiate athletics, or other affiliated programs.
- When conduct occurs off-campus outside the context of a University program or activity, the University will determine whether the off-campus conduct has any adverse effects on campus or in any University program or activity, including the creation of a hostile environment on-campus or in an off-campus education program or activity.

III. Gender Discrimination

Title IX of the Educational Amendments of 1972 prohibits gender discrimination at institutions of higher education. The University prohibits gender discrimination in any of its programs or activities. Sexual discrimination, including sexual assault, stalking, and other kinds of sexual violence, is a form of gender discrimination. This policy and its related procedures apply to complaints alleging all forms of gender discrimination (including sexual harassment, stalking, sexual assault, and sexual violence). For the purposes of this policy, references to sexual misconduct include all forms of sex discrimination, including sexual and gender-based harassment, assault, and violence.

IV. Retaliation

Title IX and the University prohibit retaliation (including retaliatory harassment) against anyone for inquiring about suspected violations of University policy, filing a Title IX complaint, assisting another in making a complaint, or participating in a Title IX investigation. Retaliation is prohibited and can subject an individual(s) to strong responsive action, including sanctions, up to and including expulsion from the University, regardless of whether the University's policy has been violated.

Retaliation occurs when a person takes an adverse action or engages in adverse treatment against an individual who initiates or participates in an investigation.

Anyone experiencing any conduct that he or she believes to be retaliatory (or retaliatory harassment) should immediately report it to the Title IX Coordinator using the contact information below.

V. Title IX Coordinator

Dillard University has designated a Title IX Coordinator to coordinate compliance with and respond to inquiries concerning Title IX. Complaints should be made to:

Sheila Judge
2601 Gentilly Boulevard
New Orleans, Louisiana 70122
(504) 816-4370
sjudge@dillard.edu

Title IX complaints may also be filed with the Department of Education's Office for Civil Rights by visiting: the U.S. Department of Education's website (<https://www2.ed.gov/about/offices/list/ocr/index.html>) or calling 1-800-421--3481.

Incidents covered by Title IX may also violate criminal law. Individuals who feel that they are also the victim of a crime should file a report with local law enforcement and/or the Dillard University Police Department (DUPD). Local law enforcement and DUPD may, depending upon the circumstances, pursue a complaint simultaneously. However, in most instances, DUPD may briefly suspend its investigation until local law enforcement has completed gathering evidence for the criminal investigation.

A criminal investigation is intended to determine if an individual has violated criminal law and may result in an individual (the accused) being imprisoned or subject to other criminal penalties. Law enforcement has the sole discretion to charge the accused with violating criminal law. A Title IX investigation does not result in imprisonment and the University must conduct a Title IX investigation, even if a criminal investigation is ongoing.

If the University suspends its investigation during the criminal law evidence gathering stage, the University will notify the complainant (the person filing the complaint or the alleged victim) and the accused or the respondent as appropriate under the particular circumstances. The University, however, will continue to take all measures to investigate the incident during the criminal investigation without impeding the criminal investigation. This may include the University taking interim measures to assist and protect the safety of the complainant or alleged victim and the campus community and to prevent retaliation.

VI. Prohibited Conduct - Relationship Violence

Relationship Violence is defined as abusive behavior, including threats, verbal and/or emotional abuse, and/or physical assault, between persons in an intimate (*i.e.*, a current or former spouse, current or former cohabitant, or anyone else protected under domestic or family violence law) and/or dating relationship (*i.e.*, a romantic or intimate relationship). Examples of relationship violence include, but are not limited to, intimidation, threats, and/or physical harm. Preventing a partner from making contact with the partner's family, friends, or peer group also falls within this definition. This includes behavior toward another person when the intimate/dating or sexual relationship has ended.

VII. Prohibited Conduct - Stalking

Stalking is conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. The conduct may involve two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. Stalking includes, but is not limited to, the intentional and repeated uninvited presence of the alleged perpetrator at another's home, workplace, school, or any place that would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, or sexual assault.

VIII. Prohibited Conduct - Sexual Misconduct

Sexual misconduct includes:

A. *Nonconsensual Sexual Intercourse and Sexual Conduct*

Nonconsensual sexual intercourse and sexual conduct is any sexual behavior including sexual intercourse or attempted intercourse without consent. This definition includes rape, attempted rape, molestation, and other cases where the victim is unable to refuse or effectively consent to sexual advances. The definition applies regardless of whether the alleged assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, sodomy and unwanted touching of an intimate part of another person for the purpose of sexual gratification. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object.

Consent:

Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. ***Silence alone, without actions evidencing permission, does not demonstrate consent.*** While consent may be expressed by words or by actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings, which can violate this policy.

It is the responsibility of the initiator of any sexual activity to obtain their partner's consent. Consent must be knowing and voluntary. To give consent, a person must be at least 17 years old. Consent cannot be obtained through "coercion" or from an individual whom the respondent knows or reasonably should know is "incapacitated". Coercion is the use of express or implied threats, intimidation, or physical force which places an individual in reasonable fear of immediate harm or physical injury.

An individual is considered to be incapacitated if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Individuals who are under the influence of alcohol can be incapacitated. Individuals who are asleep, unresponsive or unconscious are incapacitated. Among the factors the University will use to assess whether someone is incapacitated are: inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. The existence of any one of these factors will support a finding of incapacitation.

An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity.

Consent to engage in sexual activity may be withdrawn by any person at any time. Once consent is withdrawn, the sexual activity must stop immediately. Consent is automatically withdrawn by a person who is no longer capable of giving consent.

A current or previous consensual dating or sexual relationship does not imply consent or prevent finding someone responsible for the misconduct.

B. Sexual Exploitation

Sexual exploitation is taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Intentionally exposing a private or intimate part of one's body in a lewd manner;
- Committing any other lewd act in a public place;
- Prostituting another student;
- Non-consensual video or audio recording of sexual activity;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to witness one's consensual sexual activity;
- Texting or taking pictures of sexual activity without the consent of either or both parties engaged in the sexual activity and/or transmitting/sending the pictures or likeness via any electronic medium or social media;
- Texting, taking or transmitting/sending via social media, email or other electronic media of nude or sexually explicit pictures of another without their consent. (Note: in some instances, this could be the possession of pornography, which may be a criminal act.)
- Engaging in non-consensual voyeurism; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

C. Sexual Harassment

Sexual harassment is unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct or communication of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or services, or academic status; or

Submission to, or rejection of, such conduct by an individual used as a basis for employment, or services, or academic decisions affecting him or her; or

Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual's work or academic performance or of creating an intimidating, hostile or offensive employment, service or educational environment.

D. Sexual Verbal Abuse

Sexual verbal abuse is language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication that would be considered obscene.

IX. Confidentiality

This policy is intended to provide the University community with a positive working and learning environment that is free from sexual misconduct. Complaints of sexual misconduct will be investigated in a manner that is consistent with this goal. Although the University respects a complainant's or alleged victim's interest in keeping certain Title IX incidents confidential, the University may be unable to comply with the request for confidentiality. The University will keep the complaint and investigation confidential and will make every reasonable effort to handle inquiries, complaints, and related proceedings in a manner that protects the privacy of all parties. Each situation is resolved as discreetly as possible, with information shared only with those who need to know. Because Title IX and the University prohibit retaliation, the University will take proper steps to prevent such retaliation and will take strong responsive action if such retaliation occurs.

In those instances where a complainant or alleged victim requests anonymity, the University will try to honor the request, if possible. However, the University must inform the complainant or alleged victim that anonymity may limit the University's ability to fully and effectively investigate the complaint or take corrective action. In certain circumstances, the University may be able to address an individual's concerns and stop problematic behavior without revealing to the accused the complainant's or alleged victim's identity and/or the individuals involved in the investigation. However, this is not possible in every matter, as some situations require the disclosure of the complainant's or alleged victim's identity in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations against him or her.

In those instances where the complainant or alleged victim requests anonymity or refuses to participate in an investigation, the Title IX Coordinator will determine whether to proceed with an investigation based on concern for the safety or well-being of the broader University community. The University reserves the right to take appropriate action in such circumstances, even in cases when the complainant or alleged victim is reluctant to proceed. In making this evaluation, the University may consider the following:

- The seriousness of the alleged incident;
- The age of the alleged victim;
- Whether there have been other complaints or reports of policy violations against the accused individual;
- The rights of the accused individual to receive information about the accuser and the allegations if a proceeding with sanctions may result;
- The increased risk that the accused individual will commit additional acts of relationship violence or sexual misconduct, such as: (a) Whether there have been other relationship violence or sexual misconduct complaints about the same alleged perpetrator; (b) Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence; (c) Whether the alleged perpetrator threatened further relationship violence or sexual misconduct against the alleged victim or others; (d) Whether the relationship violence or sexual misconduct was committed by multiple perpetrators; and/or (e) Whether there have been threats to kill or harm the alleged victim;
- Whether the alleged policy violation was perpetrated with a weapon; and/or
- Whether the University possesses other means to obtain relevant evidence of the policy violation (e.g., security cameras or personnel, physical evidence).

X. Violations: Complaint Procedures

All reports describing conduct that is inconsistent with this policy will be promptly and equitably resolved in accordance with Title IX and other relevant laws and regulations.

All individuals are encouraged to promptly report conduct that may violate this policy to the University through its Title IX Coordinator. As discussed above, notice may be given at:

Sheila Judge
2601 Gentilly Boulevard
New Orleans, Louisiana 70122
(504) 816-4370
sjudge@dillard.edu

In addition, all individuals are encouraged to report conduct that may also violate criminal law to both the University and/or to local law enforcement. These processes are not mutually exclusive.

The University strongly encourages individuals affected by sex or gender-based discrimination, sexual harassment, relationship violence, stalking, and sexual misconduct to talk to someone about what happened and obtain support services. The University also needs to respond appropriately to complaints in order to provide a safe and effective learning environment.

The University can most effectively investigate and respond to alleged violations if the complaint is made as promptly as possible after the alleged violence or misconduct occurs. The University does not, however, limit the time frame for reporting. If the respondent is not a member of the University community at the time of the report, the University will still seek to meet its legal obligations by providing reasonably available support for a complainant or alleged victim, but its ability to investigate and/or take action may be limited. The University will, however, assist a complainant or alleged victim in identifying external reporting options.

The University encourages students to report all incidents of relationship violence or sexual misconduct. Therefore, students who in good faith report violations of this policy will not be disciplined by the University for a violation of the University's drug and alcohol possession or consumption policies that may have occurred in connection with the reported incident.

XI. Mandatory Reporters - University Employees

All University employees, other than counselors, pastors, or advocates and those employees legally regarded as confidential sources must report violations, including sexual and gender-based harassment, assault and violence that they observe or learn about, immediately to the attention of the Title IX Coordinator.[2] Failure to do so can result in discipline, up to immediate discharge. The employee must report all relevant details about the alleged incident, including the name of the alleged victim, the accused, any witnesses, and any other relevant facts, including the date, time, and specific location of the incident. Complainants or alleged victims may request confidentiality or anonymity, including that their name is not shared with the respondent, that the respondent is not notified of the report, or that no investigation occurs. If the complainant or alleged victim wants to tell the employee what happened, but also wants to maintain confidentiality or anonymity, the employee should tell the complainant or alleged victim that the University will consider the request but cannot guarantee confidentiality or anonymity. The employee

should advise the complainant or alleged victim that the incident will be disclosed only to those officials with a legitimate institutional interest in knowing the information. In reporting the incident to the Title IX Coordinator, the employee will inform the Coordinator of the complainant's or alleged victim's request for confidentiality or anonymity.

When an incident of relationship violence or sexual misconduct is disclosed to confidential sources, the University is unable to investigate or pursue disciplinary action against an alleged perpetrator without written permission from the complainant or alleged victim. This holds true when the alleged perpetrator is a student or employee and the incident has only been reported to the confidential sources. If the complainant or alleged victim also reports the incident of relationship violence or sexual misconduct directly to the University, law enforcement, a mandatory reporter, or a confidential reporter who has been given written permission, the incident will be addressed as described in this policy. Counselors and advocates who are able to maintain confidentiality of reports will still assist their clients in receiving support services, regardless of whether a report is made. At the client's option, this will include coordinating with the University to provide any necessary interim measures.

A complainant or alleged victim who requests confidentiality always has the option to file a complaint with the University or law enforcement and have the incident fully investigated. Safety risks associated with the University contacting or interviewing the accused will be taken into consideration before that occurs. Consideration will be taken especially in cases where the complainant or alleged victim is fearful and does not want the accused contacted, or when the threats and abuse may escalate and put the alleged complainant or victim in increased danger due to the investigation process.

As discussed above, the University will attempt to balance a complainant's or alleged victim's request for anonymity or not to participate in an investigation with the University's broader obligation to campus safety.

XII. Processing Complaints and Reports

All complaints are reviewed by the Title IX Coordinator. The University will process all complaints it receives, regardless of where the conduct that is the basis for the complaint occurred. The Title IX Coordinator may also determine that an investigation is warranted without a complaint if the University has sufficient notice that a violation may have occurred. The University is not prevented from investigating an alleged violation simply because the complainant or alleged victim either did not directly bring the complaint or does not want to participate in an investigation.

To the extent applicable, when a complaint is received, the University will provide a written explanation to the complainant or alleged victim and respondent summarizing their respective rights and options.

Even if an investigation is not warranted, the University will take prompt, responsive action to support a complainant or alleged victim and will take steps to eliminate, prevent, or address a hostile environment if one exists.

XIII. Investigation

The investigatory and appeal processes described below apply when the respondent is a Dillard student. Allegations of sex or gender discrimination against faculty and staff are handled in a manner consistent with the Faculty Handbook and Employee Handbook respectively.

An investigation will commence as soon as practical following receipt of a complaint by the Title IX Coordinator or after the Title IX Coordinator becomes aware of conduct necessitating an investigation, generally within two weeks. An investigator with appropriate training will be appointed by the Title IX Coordinator. In some cases the Title IX Coordinator may retain an outside investigator. Mediation will not be used to resolve complaints involving some charges of sexual misconduct, including sexual violence.

The complainant or alleged victim is not required to participate in the investigation. The complainant or alleged victim may decline to participate in the investigation, appear in a proceeding with the respondent present, or otherwise confront the respondent during the grievance process, including any meetings or appeals. Should the complainant or alleged victim choose not to participate in an investigation, the Title IX Coordinator will explain that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be limited. The investigation will be conducted in a private manner, except when information needs to be disclosed so that the University can effectively investigate the incident or take corrective action.

The University does not allow conflicts of interest, real or reasonably perceived, by those investigating or adjudicating allegations under this policy. A conflict of interest exists when an individual's knowledge of the matter or personal or professional relationships with the complainant, alleged victim, respondent, or witnesses would preclude the individual from being able to investigate or adjudicate the case fairly and impartially. Individuals who wish to challenge an investigator because of a conflict of interest may do so by filing a challenge with the Title IX Coordinator within five (5) business days of an investigator being appointed. The Title IX Coordinator retains sole discretion to determine whether a conflict exists and to otherwise take appropriate actions to address the issue in a prompt and equitable manner.

A. Notice

Both the complainant or alleged victim and the respondent will be promptly notified when an investigation begins. The notice will be in writing and shall be given by the Title IX Coordinator. All notices provided to students will be sent to the individual's official University email account and students are presumed to regularly check their email accounts.

Unless reasonable extensions of time are needed, the University will notify both the complainant or alleged victim and respondent within ten (10) business days of receipt of the complaint or the time upon which the University otherwise becomes aware of conduct necessitating investigation.

The notice to both the complainant or alleged victim and the respondent shall include the policy violation(s) at issue, the conduct allegedly constituting the violation, and the date and location of the alleged incident. The complainant or alleged victim and respondent shall be notified of their right to participate in an investigation and timelines for responding. The complainant or alleged victim and respondent shall be notified of the investigator's identity and their ability to challenge the assignment of the investigator. The complainant or alleged victim and respondent shall be further advised that the investigation may proceed without the participation of either party.

B. Investigatory Process

The complainant or alleged victim will have the opportunity to describe his or her allegations and present supporting witnesses or other evidence. The respondent will have the opportunity to present supporting witnesses or other evidence. The investigator will review evidence presented and may meet with

additional witnesses identified by the complainant, alleged victim, the respondent, or third parties, as deemed appropriate in the sole discretion of the investigator.

The complainant's, alleged victim's, or respondent's character or reputation with respect to other sexual activity is never relevant and will not be considered as evidence. However, prior sexual history may be considered under the following limited circumstances:

- Where there was a prior or ongoing sexual relationship between the complainant and respondent and the respondent asserts that consent was sought and given, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties.
- To establish a pattern or practice of conduct similar in nature by the respondent.

As noted in other sections of the policy, however, a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or prevent a finding of sexual misconduct.

In addition, other conduct by either party, under limited circumstances, may be relevant to establish intent, motive, absence of mistake, to explain an injury or physical finding, or another ground deemed probative by the investigator.

All parties and witnesses involved in the investigation are expected to cooperate and provide complete and truthful information throughout the investigation process. The investigator may interview the parties on more than one occasion, if necessary.

C. Investigation Meetings

Both parties will be provided timely notice of any meeting at which their presence is requested or required. Such meetings can provide both parties with an opportunity to be heard and present their account of the events in-person. The complainant or alleged victim has the right not to appear in the same room or otherwise confront the respondent during the investigation process, including hearings or appeals. The parties are not permitted to personally cross-examine each other during the investigation process, including any hearings or appeals. However, either party may submit written questions to the investigator to be asked of the other party or witness. The investigator has the sole discretion to determine whether the questions are relevant and whether to direct the question to the other party or witness. Either party may submit questions at any time during the investigation up to the deadline for the review of the preliminary investigation report. The opportunity to ask questions may not be used to harass or intimidate the other party or witness.

Throughout the investigation and any subsequent appeals, both the complainant or alleged victim and the respondent shall have the right to have an advisor of their choice present at any meeting. Any person who serves as an advisor should be available for meetings. Limits on the role of an advisor shall be applied equally to both the complainant or alleged victim and respondent.

The advisor is a silent and non-participating presence who is there solely to observe and provide support during the process. The University has the right at all times to determine what constitutes appropriate behavior on the part of an advisor as well as the right to request that an advisor leave a meeting in the event the investigator determines that the advisor is not acting appropriately. The advisor is encouraged

to join the complainant or alleged victim or respondent during the initial meeting with the Title IX Coordinator for an orientation of the University's policies and procedures, privacy protections and expected participation/decorum. The advisor may not be a fact witness or otherwise have any conflicting role in the process.

D. Interim Measures

The University may provide reasonable interim accommodations or remedies to support a complainant or alleged victim or respondent and to ensure a safe and nondiscriminatory environment pending investigation through final resolution of a complaint, including appeals. Interim measures is not disciplinary in nature and should not be construed as a determination by the University that the respondent violated this policy. The University will notify both parties, in writing, that interim measures are available during the University's investigation through final resolution of a complaint, including appeals. Such written notice shall state that interim measures may be requested at any time during the process by contacting the Title IX Coordinator to make such a request and shall include the means for contacting the Title IX Coordinator.

The Title IX Coordinator determines the appropriateness of any interim measure based on all available information. The Title IX Coordinator will meet with a complainant or alleged victim or respondent to address any concerns about interim measures. Examples of interim protective measures include, but are not limited to: access to counseling or mental health services, an order of no contact, residence hall relocation, adjustment of course schedules or work-study employment, a leave of absence, transportation arrangements, or reassignment to a different supervisor or position.

The University will attempt to ensure, where possible and as supported by available information, that such interim measures minimize the burden and adverse effects on the complainant or alleged victim and the respondent.

The University will maintain the privacy of any interim measures provided to the extent practicable and will promptly address any violation of the interim measures. Interim measures may be kept in place until the end of any review or appeal process or may be extended permanently as appropriate.

Violations of interim measures, such as university no-contact orders and access restrictions, should be reported to the Title IX Coordinator. Students may face disciplinary action up to and including expulsion for such violations.

E. Preponderance of Evidence

At all stages in the process, persons participating in a hearing or any appeal will investigate and make findings on the merits of an alleged violation using a preponderance of the evidence standard. Preponderance of the evidence means that the greater weight of the evidence favors either the finding of a violation or the finding of a non-violation. This standard is based on the more convincing evidence and its probable truth or accuracy, and not on the amount of evidence presented.

F. Investigation Outcomes

At the conclusion of the investigation, the investigator will prepare a report that summarizes all of the information gathered as part of the investigation, including all of the relevant exculpatory and inculpatory evidence. No conclusions will be reached regarding whether a violation may have occurred. This report will be sent to the Title IX Coordinator. The Title IX Coordinator will review the report to ensure that a

thorough and equitable investigation was conducted. If the Title IX Coordinator concludes that additional witnesses should be interviewed, additional evidence should be considered, or has questions regarding the report, the Title IX Coordinator can request the investigator address any and all deficiencies or questions identified.

If the allegations are deemed by the Title IX Coordinator to be a possible violation of the Title IX Policy, they will be handled in a manner consistent with Section 6 of the Code of Conduct beginning with subsection “C. Notice.” That procedure will be followed with the following exceptions:

- (a) the Dean of Students or designee will be responsible for appointing a hearing officer in the event an administrative hearing is conducted;
- (b) formal hearings are conducted unless both the respondent and complainant or alleged victim voluntarily request an administrative hearing;
- (c) hearings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct a hearing process that protects the safety of victims and promotes accountability;
- (d) both the respondent and the complainant or alleged victim will receive notice and will be provided the opportunity to participate in a pre-hearing conference;
- (e) members of a Sanction Hearing Panel or a Formal Hearing Panel will be selected from the pool of Title IX trained faculty and staff. No students will serve on any hearing that involves a possible violation of the Title IX Policy.

G. Potential Remedial Actions and Disciplinary Sanctions

If a violation has occurred, the University will determine the appropriate, enforceable sanction. The sanction will be reasonably calculated to stop the violation and prevent its recurrence.

When a violation is found, possible disciplinary actions may include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, exclusion, and expulsion. The University's response is based on several factors, including the severity of the conduct and any prior policy violations, and aims to prevent problems from recurring and remedy any discriminatory effects on a complainant, alleged victim, or others.

In addition, the University may take steps to address the effects of the conduct on victims and others, including, but not limited to, counseling and support resources, academic and housing assistance, change in work situations, leaves of absence, and training or other preventative measures.

H. Notice of Outcomes

The complainant or alleged victim and the respondent will be notified in writing, at the same time, of the outcome, including whether the policy was violated, any individual remedies offered or provided to the complainant or alleged victim, any sanctions imposed on the respondent, and other steps that have been taken to eliminate a hostile environment and/or to prevent recurrence.

When required by law, the University will also provide the complainant or alleged victim with notification of all disciplinary sanctions imposed on the respondent. Notification of findings and sanctions will be provided to the complainant or alleged victim and the respondent in separate correspondence from the Title IX Coordinator and the appropriate office imposing corrective action.

I. Appeals

The complainant or alleged victim or respondent may appeal a decision. Both parties may participate equally in the appeal process even if the party did not file the appeal himself or herself. Appeals are otherwise handled in a manner consistent with Section 8 of the Student Code of Conduct.

[1] A third party is not a member of the University community (faculty, staff, or student) such as a visitor or guest, contractor, alum, or student from another institution. [2] Students who are not also employees do not have reporting obligations under this Policy. Nevertheless, students who have witnessed relationship violence or sexual misconduct are strongly encouraged to promptly report such information to the University.

VIOLENCE PREVENTION POLICY

Violence prevention on campus is a community responsibility. It is the responsibility of all students and employees to be alert to the possibility of campus violence on the part of prospective, current, or former students or employees as well as campus visitors. Students shall immediately report any violent behavior, potential for violent behavior, or threatening behavior to the Office of the Dean of Students or the Dillard University Police Department. Employees shall immediately report any violent behavior, potential for violent behavior, or threatening behavior to Human Resources or the Dillard University Police Department.

DEPARTMENTAL POLICIES AND STATEMENTS

ACADEMIC AFFAIRS

Students can obtain academic information from three sources: 1) The Dillard University Catalog; 2) The Office of Academic Affairs, Suite 203 Rosenwald Hall; 3) Divisional Office of the student's major.

BUSINESS AND FINANCE

Expenses and Fees

All students are required to pay full tuition, fees, and related expenses when they register based on due dates established. A student has not officially completed registration until all tuition requirements and applicable fees have been paid and certified by the Office of Business and Finance. If registration is not completed during the designated times, the student must pay a late registration fee.

The University reserves the right to change, with due notice, any of the expenses listed and to withhold statements, grade reports, transcripts, diplomas, etc; until all indebtedness to the University has been discharged or until satisfactory arrangements have been made with the Office of Business and Finance. No student will be allowed to register if prior indebtedness has not been satisfied. Refer to the University Catalog for more information.

Any communications concerning expenses and fees should be directed to:

Office of Business and Finance Dillard University
2601 Gentilly Boulevard
New Orleans, Louisiana 70122-3097
Phone: (504) 816-4654
Fax: (504) 816-4443

Indebtedness to the University

Failure to meet financial obligations as scheduled will result in the following penalties:

1. Administrative hold on any future registration until debt is settled.
2. Academic records held. This includes final grade reports, transcripts and access to grades via the Internet.
3. Participation in the graduation ceremony will not be allowed, and the diploma will be held until debt settled.
4. Placement of the delinquent account with outside collection agency.

Fines levied by the Library, Public Safety, Student Housing and others that are not paid at the end of the current semester will be added to the student's account.

Financial Clearance Policy for Membership Intake

Students are required to obtain financial clearance for membership intake. If the balance is not zero, financial clearance will be granted if the following two conditions are met:

- There are financial aid awards pending that will bring the account to the threshold for fiscal clearance as defined by Dillard University.
- If the student is on the tuition payment plan for the semester he/she is applying for membership in an organization, the student's account will be examined to determine if there is an acceptable payment history. If there is a history of checks returned for insufficient funds or past due payments financial clearance may be denied.

Use of Financial Aid Funds in Payment of Fees

Most financial aid (scholarships, loans and grants, etc.) is distributed in two equal disbursements. Half of the award is credited to a student's first semester account and the other half to the second semester account. Students who are awarded Work Study will receive monthly payments by a direct credit to the student's account or by payroll check. The total financial aid payment cannot exceed the cost of attendance as defined by federal regulations. Aid recipients must pay the difference between the amount of aid credited and the amount due for registration.

If you decide not to attend the University, you must officially withdraw. Failure to follow this procedure will result in grades of "F" for the semester and possible financial obligations to the University.

If your financial aid award is reduced or eliminated due to ineligibility determined after registration, the student will be responsible for paying the financial obligations.

Credit Balances

Dillard University disburses Title IV funds by crediting a student's account. Those funds that exceed tuition, fees, room and board, and other authorized charges, will be refunded to the student or parent in accordance with Title IV federal guidelines.

All debts to the University must be satisfied prior to qualifying for a refund. All refunds payable to the student or parent will be processed through the student's account including housing refunds, financial aid, tuition refunds, etc. Checks or credit to the Dillard Direct Pay Card will be generated from student accounts on a biweekly cycle.

Institutional Policy on Refund of Fees and Return of Title IV Funds Students may be due refunds for the following reasons:

A. Withdrawal – all courses dropped for the semester.

When a student **officially withdraws** from the University, a refund of the University Tuition and other specialized instructional fees for the class(es) in which the student is currently enrolled will be made as follows:

Fall and Spring Semesters

100% 1st class day to 7th class day

Summer Semester

100% 1st class day to 3rd class day

Students are advised to withdraw officially through proper academic channels. An official withdrawal form should be properly executed by the student, approved by the authorized officials and presented to the Office of Records and Registration. The student identification card should be presented to the University cashier at the time of withdrawal.

Refunds will be based on the date the student receives approval for withdrawal in the Registrar's Office regardless of the date of last attendance. Failure to attend classes does not constitute official withdrawal from the University. Withdrawal does not cancel an unpaid balance.

Federal Financial Aid Title IV Recipients

Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies when a student who receives Federal Financial Aid ceases attendance. The tuition, fees, room and board and financial aid awards, except work study may be prorated for an official withdrawal that occurs after the 7th class day (3rd during the Summer) for the respective term based on the number of calendar days completed for the semester divided by the number of days in the semester. The refund will consist of a pro rata share of the tuition and fees paid, less charges prior to the official withdrawal date in accordance with the current Return of Title IV Aid Refund Policy. No adjustment will be made to tuition, fees, or Title IV financial aid for a student who withdraws after the 60% point in the semester.

If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants released to the student.

Order of Return:

The funds due to the Title IV programs or the institution will be returned in the following order:

A. Unsubsidized FFEL Loans The formula is the number of days completed divided by the number of days in the semester = % refunded to student.

Example 1:

$(15 \text{ days completed}) / (115 \text{ days in the semester}) = 13\%$ refund to the student, 87% returned to Title IV programs or to the institution.

Example 2:

$(75 \text{ days completed}) / (115 \text{ days in the semester}) = 65\%$. No charges or aid will be adjusted.

- Unsubsidized Federal Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Perkins Loan
- FFEL PLUS Loans
- Federal Pell Grant
- Academic Competitiveness Grant
- National Smart Grant
- Federal SEOG
- Other Title IV assistance
- Institutional Scholarships/Grants
- State Scholarships

B. Schedule Change Refunds – reduction of number of hours taken.

Students' schedule changes that require reductions in fee assessments will be refunded at 100% if such changes are made on or before the 7th class day (3rd day during summer).

Students due a University fee refund because of a course cancellation should contact the Office of Business and Finance.

C. Military Service Refund

Students in good standing who volunteer for, or are called to, active duty with the Armed Services before the day midterm examinations begin will have the University fee refunded in full. After midterm examinations begin, only 50 percent of the University fee will be refunded. Documentary proof establishing voluntary or involuntary enlistment will be required before the fees are refunded. Federal regulations require schools participating in the Student Financial Aid Programs to use specific policies when a student who receives Federal Financial Aid ceases attendance. (See section entitled "Federal Financial Aid Title IV Recipients.")

D. Deceased Student Refund

Follows the same guideline as Military Service Refund.

E. Residence Hall and Meal Plan Refund

Should the resident officially withdraw from the University, or be required to leave due to circumstances beyond the resident's control, Students asked to leave due to misconduct will not be eligible for a refund of housing related costs. This refund will be made in accordance with the refund schedule below. Federal regulations require schools participating in the Student Financial Aid Programs to use specific refund policies when a student who receives Federal Financial Aid ceases attendance. (See section entitled "Federal Financial Aid Title IV Recipients").

Fall and Spring Semesters (Housing)	100%	1st class day to 7th class day
Summer Semester (Housing)	100%	1st class day to 3rd class day

No refunds will be issues after midterms. Student meal plans will not be refunded.

F. Appeal Process

Students and/or parents who feel that individual circumstances warrant exceptions from normal policy may appeal by completing an appeal form and submitting documentation to support the appeal. Appeal forms may be obtained in the Offices of the Registrar, Financial Aid and Business and Finance. To ensure compliance with Federal regulations, all appeals must be approved by the Office of Student Financial Aid and the Office of Business and Finance.

Use of Financial Aid Funds in Payment of Fees

Most financial aid (scholarships, loans and grants, etc.) is distributed in two equal disbursements. Half of the award is credited to a student's first semester account and the other half to the second semester account. Students who are awarded work-study will receive monthly payments by a direct credit to the student's account or by payroll check. The total financial aid payment cannot exceed the cost of attendance as defined by federal regulations. Aid recipients must pay the difference between the amount of aid credited and the amount due for registration.

If you decide not to attend the University, you must officially withdraw. Failure to follow this procedure will result in grades of "F" for the semester and possible financial obligations to the University.

If the financial aid award is reduced or eliminated due to ineligibility determined after registration, the student will be responsible for paying the financial obligations.

Credit Balances

Dillard University disburses Title IV funds by crediting a student's account. Those funds that exceed tuition, fees, room and board, and other authorized charges will be refunded to the student or parent in accordance with Title IV federal guidelines.

All debts to the University must be satisfied prior to qualifying for a refund. All refunds payable to the student or parent will be processed through the student's account including housing refunds, financial aid, tuition refunds, etc. Checks or credit to the Dillard Direct Pay Card will be generated from student accounts on a biweekly cycle.

Room and Board

Students will not be permitted to check into the residence halls without obtaining fiscal clearance for each registration period. No room will be held for a student after the second day of registration.

The room contract is an annual contract. Students who claim their room assignment and key for the fall semester agree to remain a resident hall student throughout the full year and will be charged for both fall and spring semesters, provided that they are academically enrolled for both fall and spring semesters. For this reason, room fees are not refunded after the 7th class day for students who withdraw from the residence hall during the fall and spring semester and after the 3rd class day for the summer.

Any student who claims their room assignment and key and then decides to move off campus within the first seven (7) class days will be charged a prorated cost for the days in which he/she resided in the residence halls for the fall and spring semester, and within the first three (3) class days for the summer session.

Rooms are provided with principal articles of furniture, but students supply linen, pillows, blankets, a study lamp, etc. A student's property in residence halls and in other University buildings is there at the sole risk of the owner. The University is not responsible for loss, theft of, or damage to such property arising from any cause. All residential students will be enrolled in a theft insurance policy.

All residential students will be charged a one time Housing Maintenance Fee per semester. This fee is non-refundable. Students will be financially responsible for any property damages in excess of the housing maintenance fee. The Office of Campus Life may assess students for cost for property damages and the student will be responsible for this additional cost.

Students residing on campus are required to purchase the meal plan. Any unused portion of the meal plan is forfeited at the end of each semester, and cannot be used in the succeeding semesters. Balances on the meal plan are not transferable. The meal plan is non-refundable.

The student identification card will serve as the meal card. Student ID cards are issued to all students. The card will be activated for use in the University Dining Hall once the student is officially registered and has obtained fiscal clearance.

New Residential students are required to pay a \$150.00 enrollment deposit.

For Continuing Residents: Prepaid tuition deposits are not required from continuing residents.

Housing Deposits

For New Students/residents: An enrollment housing deposit of \$150 is required upon notification of acceptance. Applications for rooms are given preference according to the date the deposit is received. This deposit, **which is not refundable or transferable**, will be applied to the room and board fees at the time of registration.

New student deposits should be made payable to Dillard University and mailed to the Office of Enrollment Management and Admissions. (See "Payment of Fees" for other payment options)

For Continuing Residents: Every Dillard student who wishes to reserve a room for the following year must complete a housing application on or before May 1. The housing assignment secures the reservation only until the second day of registration. Students must be registered before obtaining residential assignment.

Continuing student are only required to make a deposit of \$150.00 when a student is readmitted after one year of no enrollment.

DINING SERVICES

It is mandatory that all resident students purchase a meal plan, which may be used for dining privileges in the University Dining Hall.

Meals are served cafeteria style from a variety of delicious, nutritious offerings. Featured on the lunch menus are salad and vegetable bars, as well as deli style service. Salad and vegetable bars are also featured at dinner with a wide selection from which you might build your own salad.

After dining, everyone is required to return dishes to the appropriate receiving area. China, silver, glassware, sugar containers, salt and pepper shakers, linen and food preparation equipment are for use only in the University Dining Hall and under no circumstances are these items to be removed from the premises. It is expected that rules of good conduct, proper attire and good citizenship will be observed in dining areas at all times.

The University Dining Hall will be open on the day new students arrive. It will close after the last meal on Commencement Day. Meal hours and schedules will be posted.

All resident students will be issued meal cards upon completion of registration. These cards are numbered serially and placed in the I.D. Card folder and both should be presented at the control desk upon entering the University Dining Hall. Persons who misplace meal cards may request an interim meal authorization from the Office of Business and Finance. This authorization will provide meals for three days, after which a permanent replacement must be obtained.

In order to retain a pleasant dining atmosphere, full cooperation is requested from students in refraining from:

1. The use of loud and abusive language.
2. The use of personal radios in the dining room.
3. Cutting line and arguing in the serving line.
4. Dancing, marching, and otherwise performing in a manner that would prevent the smooth operation of the University Cafeteria.

Persons who disregard normal courtesies and who create disturbances in the dining facility will be asked to leave. Students who habitually disregard policies of the dining hall will be subject to more severe penalties as warranted.

Special Services Available to Campus Organizations

The University's food services are operated by a contract provider, Sodexo, which emphasizes assisting campus organizations with special dining requirements, such as banquets, picnics, receptions, etc. Individuals and/or organizations requiring such services should contact the Catering Manager, making all the necessary arrangements through the Sodexo Office. Requesting individuals and/or organizations should allow at least seven (7) working days advance notice. Budgeted organizations must submit an approved requisition for services rendered by Sodexo. Cash payments are also acceptable. It is imperative to remember that no service can be rendered without all of the financial arrangements being completed.

INTERCOLLEGIATE ATHLETICS

A. Mission Statement

The mission of the Department of Intercollegiate Athletics is to produce scholar-athletes who will demonstrate excellence in the classroom, career, competition and civic engagement. Scholar-athletes will develop critical leadership skills through emphasis on the five core values of the NAIA Champions of Character Program: Respect, Responsibility, Integrity, Servant Leadership and Sportsmanship.

B. Vision Statement

The Department of Intercollegiate Athletics aspires to regain national prominence in academic excellence and competitive excellence. The

Department of Intercollegiate Athletics will raise the profile of Dillard through continued commitment to our five core values.

C. Goals

1. Produce scholar-athletes who demonstrate excellence in the classroom and career.
2. Produce scholar-athletes who demonstrate excellence in competition.
3. Produce scholar-athletes who demonstrate excellence in civic engagement.
4. Regain national prominence through excellence in communication and marketing.

D. National and Conference Affiliation

Dillard University competes at the Division I level of the National Association of Intercollegiate Athletics (NAIA) and is a member of the Gulf Coast Athletic Conference (GCAC) there are 8 members of the GCAC:

Dillard University	New Orleans, Louisiana
Edward Waters University	Jacksonville, Florida
Fisk University	Nashville, Tennessee
Philander Smith College	Little Rock, Arkansas
Southern University - New Orleans	New Orleans, Louisiana
Talladega College	Talladega, Alabama
Tougaloo College	Tougaloo, Mississippi
Xavier University	New Orleans, Louisiana

Dillard University offers competition in the following sports:

Men	Women	Co-Ed Sports
Basketball	Basketball	Cheerleading
Cross Country	Cross Country	DU Diamonds
Track & Field	Track & Field	Dance Team
	Volleyball	

E. Academics

CLASS ATTENDANCE POLICY

Scholar-athletes are expected to attend all classes except when traveling for official university business.

ABSENCES

The university recognizes that scholar-athletes may miss a class for legitimate reasons. The university allows no more than three (3) excused or unexcused absences per course. Absence forms which must be handed in to the instructor with documentation of the absence (e.g. doctor's note, etc.) are available from the athletics department. A scholar-athlete may incur an excused absence under the following documented circumstances: 1) illness/hospitalization; 2) death of a parent, sibling, or grandparent; 3) official university business (athletic contests); 4) legal matter.

Whether the absence is excused or unexcused, all missed assignments or class work must be contractually arranged with the instructor no later than the end of the semester.

STUDY HOURS

The athletic department works with the Library staff to administer a study hall for all scholarship scholar-athletes. The objective of study hall is to provide an environment that is conducive to learning and to help foster productive study habits for scholar-athletes. Study hall operates in the Will Alexander Library for scholar-athletes and includes a computer lab, tutorial/mentor rooms, and a quiet study room.

The Study- Hall Binder is given to the monitor in the Library.

The 2nd floor study rooms have been designated for study hall. Each room can seat 4 to 5 students and is equipped with wireless connectivity and an internet jack. Scholar-athletes may bring their own laptops or check out laptops from the library. Rooms and laptops can be checked out by submitting a valid DU student ID.

Scholar-Athletes with a cumulative GPA of 3.5 and above must complete 10 hours of study hall weekly. Scholar-athletes with a cumulative GPA of 3.499 or less must complete 20 hours of study hall weekly. Study hours can be achieved beginning Saturday at 8 am through Friday at 5 pm weekly. The total hours must be achieved by Friday at 5 pm or the head coach will impose a team penalty for not achieving the required number of hours.

STUDY HOUR GUIDELINES FOR THE SCHOLAR-ATHLETE

While in study hall, all scholar-athletes must abide by the following guidelines. If a scholar-athlete fails to follow these guidelines, the scholar-athlete will be asked to leave study hall and lose any hours earned during that particular study hall session.

1. No food or drink allowed.
2. The internet must be used for academic purposes. The study hall coordinator or any other Athletic Department personnel may question the purpose of a scholar-athlete's use of the internet at any time and the scholar-athlete must provide a sufficient explanation.
3. No instant messenger of any kind (i.e. AOL, Yahoo, MSN, etc). This includes having an instant messenger program open and/or active regardless of any conversation.
4. No cell phones at any time. Cell phones should be turned off or left in your room.

5. Students must use study hall time to complete academic coursework. Study hall hours may not be earned while internet surfing, doodling, listening to your IPOD, etc. If you think you do not have academic work to do, read your textbook, reread your textbook, begin projects and assignments in advance, etc.
6. No sleeping.
7. Students are not permitted to place their feet on any of the chairs and/or tables.
8. All students must be in accordance with the University dress and grooming policies and all shoes and clothing must be kept on while attending study hall.
9. Study hall participants must notify both their coaches and study hall advisor, in advance, if they will be unable to attend any study hall session.
10. Plan ahead! Before coming to study hall, determine what assignments or readings you will be completing while in study hall.

To ensure our scholar-athletes attendance at study hall, penalties of scholar -athlete removal from practice, and/or competition may be considered and implemented by the head coach and/or Director of Athletics.

REGISTRATION AND COURSE SELECTION

Scholar-athletes at Dillard University register for classes in the same manner as the rest of the student body. Scholar-athletes are expected to take initiative and follow the procedures described below:

1. Set up an appointment with a faculty advisor to be advised.
2. Go to campus web and input classes.
3. Print out a copy of schedule to be turned into the coach.
4. Once you have a schedule, do not change it by dropping and adding classes unless you have consulted your **Faculty Advisor and Coach**.

REPEAT COURSES

There are special rules for repeat courses, depending on the grade earned as to whether or not it can be counted towards the 24 hour rule. Scholar-athletes must check with the Faculty Athletic Representative (FAR) or the Athletic Director for clarification:

- Graduating seniors may not be required to carry 12 hours in the semester in which they graduate. Athletes must check with their respective coaches.
- Any questions regarding eligibility should be referred to the Faculty Athletic Representative or the Athletic Director.

WITHDRAWAL FROM A COURSE

Scholar-athletes may not withdraw from any course without consulting with the Faculty Athletic Representative or Athletic Director. The FAR or Athletic Director must verify eligibility status first. The FAR or Athletic Director will send the student to their faculty advisor to determine the impact on satisfactory progress toward a degree. Once the student has received approval from the FAR or Athletic Director and the faculty advisor the student may withdraw from a course.

F. Eligibility

In order to assure the scholar-athletes are aware and abreast of applicable NAIA and GCAC Conference eligibility regulations, an annual review is conducted by the Faculty Athletic Representative or Athletic Director during separate team meetings in the fall semester in conjunction with the administration of the NAIA Certificate of Clearance. Scholar-athletes who walk-on or transfer and join teams at later dates must set up review appointments with the Faculty Athletic Representative or Athletic Director. Scholar-athletes will be provided with copies of the Summary of NAIA eligibility regulations. Scholar-athletes are instructed to contact the Faculty Athletic Representative or Athletic Director immediately when a question

arises or if they are approached by boosters, agents, equipment representatives, possible representatives of gambling interests, or by anyone representing any area where rule violations might occur.

NAIA RULES SEMINAR FOR SCHOLAR-ATHLETES

All scholar-athletes in all sports are required to meet with the Faculty Athletic Representative or Athletic Director to discuss pertinent NAIA regulations. These rules seminars are conducted once a year at Scholar-Athlete Leadership Training (SALT), and rules and regulations concerning professional sports, agent contacts, gambling and bribery, and substance abuse are a part of all discussions. If a scholar-athlete has a question concerning any NAIA rule or has any suspicion that any rule may have been violated, he or she is instructed to immediately contact the Faculty Athletic Representative or Athletic Director.

ELIGIBILITY CERTIFICATION FOR SCHOLAR-ATHLETES

The Faculty Athletic Representative is responsible for certifying all scholar-athletes with the GCAC Conference Office. All scholar-athletes must be certified prior to competing in the first scheduled competition date. It is the responsibility of the Faculty Athletic Representative and Athletic Director to coordinate with the Registrar in providing all the documentation necessary for athletic certification.

Scholar-athletes wishing to check on their current athletic eligibility should check with the Faculty Athletic Representative or Athletic Director. Each scholar-athlete's eligibility status will be reviewed after every graded term. Once a scholar-athlete has been certified, the Registrar will notify the Athletic Director who will then notify the head coach of his/her eligibility for competition.

FULL-TIME ENROLLMENT

All scholar-athletes are required to maintain full-time enrollment (12 hours) to be eligible to receive and continue to receive aid, practice with the team, and compete in intercollegiate competition. The Registrar monitors full-time enrollment throughout the fall and spring term. In addition, it is the responsibility of each athletic academic counselor or the Faculty Athletic Representative (FAR) to monitor the full-time enrollment of scholar-athletes and notify the Athletic Director when a scholar-athlete intends to drop below full-time enrollment.

Once a scholar-athlete officially drops below full-time enrollment, the Registrar issues a letter notifying key personnel that that scholar-athlete is no longer athletically eligible. (NAIA Official Handbook and Policy Handbook, Article V, Section C, Item 3).

INITIAL AND CONTINUING ELIGIBILITY

Dillard University will strictly adhere to all NAIA, GCAC and institution rules regarding eligibility to compete in Intercollegiate Athletics. These rules are published in the NAIA Official Policies and Procedures Handbook.

Initial Eligibility (entering freshman scholar-athletes)

According to the NAIA, entering freshmen must meet two of the following three criteria:

1. Achieve a minimum of 18 on the Enhanced ACT or 860 on the SAT (Critical reading and math only)
2. Have a minimum of a 2.0 high school grade point average
3. Have graduated in the top 50% of the high school graduating class

Initial Eligibility (entering junior college transfer scholar-athletes)

According to the NAIA, transfer students must meet the following criteria:

1. Transfer in 48 semester hours or 36 quarter hours
2. Have at least a cumulative grade point average of a 2.0 on a 4.0 scale

Continuing Eligibility (all scholar-athletes)

Each scholar-athlete must register and carry a minimum of 12 hours for the fall and spring semesters and be enrolled as a full time student.

IMPORTANT: Dropping below 12 hours will automatically render you ineligible for that particular semester!

All scholar-athletes must have passed 24 hours in the **previous** two semesters in order to be eligible to compete in any semester.

The scholar-athlete must be making normal progress toward a recognized baccalaureate degree and maintain the minimum grade point average as defined by the institution and the NAIA.

To compete in a 2nd season of competition a scholar-athlete must have earned at least 24 hours.

To compete in a 3rd season of competition a scholar-athlete must have earned at least 48 hours. Scholar-athletes are classified as juniors and must have attained a cumulative 2.0 grade point average.

To compete in a 4th season of competition a scholar-athlete must have earned at least 72 hours. Scholar-athletes are classified as seniors and must have attained a cumulative 2.0 grade point average.

REQUIRED FORMS FOR ELIGIBILITY CERTIFICATION AND SCHOLAR-ATHLETE SPORT PARTICIPATION

Form	Filed With	Signed By
NAIA Scholar-athlete	AD/Head Coach	Student
Pledge		
Substance Abuse Policy	AD/Head Coach	Student
Scholar-Athlete Questionnaire	SID	Student
FERPA Statement	AD	Student
Training Room Forms	Athletic Trainer/AD	Student
Dress Code Policy	AD/Head Coach	Student

EXIT INTERVIEW FOR SCHOLAR-ATHLETES (Scholar-athlete Coaches Evaluation Form)

When a scholar-athlete who is on scholarship leaves a program, because of quitting a team or expended eligibility/graduation, an exit interview with that scholar- athlete will be conducted by the appropriate sports supervisor or designee. The purpose of the interview is to get scholar-athletes’ input regarding experiences in the program and to utilize that input for improvements, etc.

G. Athletic Scholarships and Financial Aid

The Office of Financial Aid and Scholarships (*Institutional Scholarship Policy “Responsibility”, p. 2*) is responsible for institutional scholarships. An ‘athletic scholarship’ is considered an institutional scholarship and is subject to the Institutional Scholarship Policy. Athletic scholarships are available based on athletic

ability in men's and women's basketball, men's women's cross country, men's and women's track and volleyball (*Institutional Scholarship Policy, "Types of Institutional Scholarships, p. 2).*

NAIA FINANCIAL AID GUIDELINES

NAIA rules on financial aid are straightforward. Under no conditions may anyone provide direct financial assistance to any scholar-athlete. Financial aid to either prospective or enrolled students must come through normal institutional channels. It must be administered by the institution using the same policies and procedures established through its regular committee on student loans and scholarships. Financial aid cannot exceed the actual costs for tuition, mandatory fees, books, supplies or room and board. The NAIA allows flexibility for institutions to determine its athletic scholarship awards.

FULL SCHOLARSHIPS (Definition)

Athletic scholarships are available to assist students with their direct cost of education. The direct cost includes tuition, room, and board. The awards may also cover the costs of fees, books if designated on scholarship award letter by the coach. The awards may not cover the costs of personal and miscellaneous expenses, or for students to make a financial profit. (*Institutional Scholarship Policy, "Policy Statement", p. 2).*

SUMMER SCHOOL AID POLICY

Athletic scholarships or grant awards are not offered during the summer enrollment period. (*Institutional Scholarship Policy, "Scholarship Guidelines", p. 4).*

FIFTH YEAR AID POLICY

Athletic scholarships for a new student are renewable annually for eight semesters of continuous enrollment. This is the equivalent of four years. Transfer scholarships are renewable based on transfer credit accepted, but cannot exceed a maximum of three consecutive years (six academic semesters) (*Institutional Scholarship Policy, "Scholarship Guidelines", p. 4).* As a result, fifth year athletic scholarships are not available.

ATHLETIC SCHOLARSHIP AWARD LETTER

In all cases, recipients will receive an athletic scholarship award letter that includes the amount, duration, condition, and terms of the athletic award. This award will come from the Office of Financial aid and Scholarships with the Director of Financial Aid and Scholarships and Athletic Director's signature authorizing the award. Coaches are not authorized to make verbal offers to scholar-athletes.

H. Conditions for an Athletic Scholarship

Athletic scholarship awards are conditioned on your meeting the academic and athletic requirements in accordance with Dillard University and the National Association of Intercollegiate Athletics (NAIA) regulations. Scholar-athletes understand that to qualify for this financial award, they must:

1. Meet the admission requirements of Dillard University and be formally admitted to the University.
2. Meet the eligibility requirements for athletic participation established by the NAIA and be cleared through the NAIA Eligibility Clearinghouse.
3. Complete the Free Application for Federal Student Aid (FAFSA) (International Students excluded from this requirement). The scholarship award will not appear on the Financial Aid Award Notification Letter until the FAFSA has been completed.
4. Meet all athletic ability and academic requirements of the University.

I. Scholar-Athlete Responsibility During the Period of Athletic Scholarship Award

1. The scholar-athlete must adhere to all National Association of Intercollegiate Athletics (NAIA), Gulf Coast Athletic Conference (GCAC), and Dillard University policies, procedures, rules and regulations, as set forth in the NAIA and GCAC handbooks and the Dillard University Student Handbook.
2. The scholar-athlete must adhere to all team and athletic department rules as set forth by the Head Coach and the Dillard University Athletic Department. If conduct becomes inappropriate or performance becomes deficient, the Coach/Athletic Department reserves the right to dismiss you and revoke all or a portion of the scholarship.
3. The scholar-athlete must meet the NAIA and GCAC eligibility requirements prior to and during enrollment for the year. For more information regarding eligibility requirements, contact the Athletic Director.
4. The scholar-athlete must agree to participate in the sport while physically able to do so. You agree to promptly notify the Dillard Athletic Trainer/Head Coach of any physical condition/injury that prohibits full participation.
5. The scholar-athlete agrees to notify the Dillard Athletic Trainer of any pre-existing condition that may prohibit full participation. If the athlete withholds this information, the Coach/Athletic Department reserves the right to reduce or revoke a player's scholarship.
6. The scholar-athlete must notify the athletic trainer of an injury/illness that precludes him/her from participation within 48 hours of the inability to participate. You agree to participate in proper treatment and rehabilitation as prescribe the Dillard's Athletic Trainer and Team Doctors and return to full participation as soon as possible.
7. The scholar-athlete understands that if full participation is not possible, you agree to provide assistance to the athletic department (under the supervision of the Athletic Director) in lieu of the scholarship.
8. The scholar-athlete understands that only unexpected injury/illnesses beyond the control of, or occur as a direct result of, participation in said sport allows for scholarship renewal in the year the injury occurred. If athletes are unable to return to full participation in subsequent years, the Coach/Athletic Department reserves the right to reduce or revoke a player's scholarship.
9. The scholar-athlete must maintain satisfactory academic progress and regular classroom attendance is expected for the duration of the scholarship period.
10. The scholar-athlete agrees to represent the team and Dillard University in a positive manner. If your conduct becomes inappropriate, the Coach reserves the right to dismiss you and revoke all or a portion of your scholarship.
11. The scholar-athlete must maintain full-time (12 hours) status each semester for the duration of the scholarship period.

12. The scholar-athlete must be willing to train during the season and in the off season at the discretion of the coach in order to achieve one's full potential.
13. The scholar-athlete will keep personal disagreements away from practices and contests.
14. The scholar-athlete will accept constructive criticism.
15. The scholar-athlete will be grateful for the opportunity afforded by the intercollegiate athletic program and be willing to assist in program tasks as evidence of this gratefulness.
16. The scholar-athlete will respect and accept the decisions of coaches.

J. Conditions for Reduction or Cancellation of an Athletic Scholarship during the Period of Award

Athletic scholarships are renewed on a year by year basis. Reduction or cancellation of an athletic scholarship may occur during the period of award for reasons of misconduct, misrepresentation, academic or athletic ineligibility or your withdrawal from the University. Any violations of the Dillard University Student Handbook, Scholar-Athlete Responsibilities listed above, or Judicial Affairs sanctions will result in immediate reduction or cancellation of an athletic scholarship.

K. Renewal and Non-Renewal of Athletic Scholarships

Scholar-athletes who receive an athletic scholarship the previous year, and who have eligibility remaining, will be notified in writing of the renewal or non-renewal status of an athletic scholarship by July 1 preceding the next academic year. If the scholar-athlete feels that his or her scholarship has been unjustly removed, he or she may submit a letter of appeal to the Athletic Director in order for his or her case to be heard.

L. Dress Code Policy

Dillard University scholar-athletes are expected to adhere to the University Dress Code Policy found in the student handbook. When athletic teams are representing the University in an official capacity (i.e. athletic contests, community service initiatives, etc.) an athletic administrator will determine the appropriate attire. Attire may be business attire or a University issued athletic warm-up.

M. Orientation Sessions: SOAR and Scholar-Athlete Leadership Training

Campus orientation sessions are held at the beginning of each academic year and are mandatory, per institutional rules. Academic advisors will be available during the SOAR sessions to assist with registration.

The athletic department conducts its on orientation that deals with specific issues of being a scholar-athlete. Topics covered may include, time management, career development, study skills, eligibility rules, team bonding, etc. Other topics covered include review of institutional rules and policies and campus support services offered by the institution. Both sessions are mandatory.

N. Scholar-Athlete Advisory Committee (SAAC)

The Scholar-Athlete Advisory Committee at Dillard University is an active committee that consists of representative from each intercollegiate sport. The main goal of the committee is to work collaboratively with the Athletic Department for the welfare of scholar-athletes. The committee meets on a monthly basis with athletic department representatives to discuss problems, issues, and concerns of all Dillard University scholar-athletes.

This committee is also proactive within institutional and city communities, organizing at least one community service event per year, and assisting with the Annual Scholar-Athlete Awards Banquet. It is the responsibility of each varsity sport to ensure that their respective sport has consistent representation at the monthly meetings and the SAAC constitution is upheld.

O. Athletic Training and Insurance

The athletic training department is a unit of the Department of Intercollegiate Athletics which provides athletic training and medical services to Dillard University's scholar-athletes. The athletic training department aspires to achieve the highest standards of sports medicine care of athletic injuries and illnesses, maintaining a leadership role in the healthcare of athletes.

The health and welfare of scholar-athletes is the first priority. The primary service that the sports medicine unit provides is multifaceted patient care in the intercollegiate setting. Every scholar-athlete at Dillard University is entitled to the best medical care available while participating as a Dillard University student athlete. The Athletic Training staff coordinates and delivers professional and comprehensive preventive treatment and rehabilitation services. The Athletic Training Program provides comprehensive medical care for athletically related illnesses and injuries, subject to NAIA and Department of Intercollegiate Athletics rules, and within the limitation of the Department of Athletics' insurance policies. The staff is composed of certified athletic trainers, a primary team physician and consulting physicians/specialists.

Dillard University Scholar-Athlete Rights

A Dillard University scholar-athlete being treated by a member of the Dillard University Athletic Training/Medical Staff has the right to:

- A. Considerate and respectful treatment and care.
- B. Complete and current information regarding their condition, treatment, rehabilitation and prognosis in terms and language they can understand.
- C. Participate in the planning of their treatment and rehabilitation program.
- D. Confidential treatment of the release of their personal and medical records.
- E. Approve or refuse the release of their personal records and medical information.
- F. Expect the athletic trainers and medical staff to make a reasonable response to their requests.
- G. Expect continuity of care.

Responsibilities of the Scholar-Athlete

In order to achieve the objective of quality medical care, each athlete has a responsibility to:

- A. Be honest and direct with the medical staff caring for them.
- B. Report all injuries and illnesses within 24 hours.
- C. Follow the treatment and rehabilitation plan prescribed. It is their responsibility to advise the medical staff if there is any problem or reason why they cannot follow the plan.
- D. Report to the athletic training room daily for treatment until the medical staff clears them.
- E. Report any change in condition to a staff athletic trainer.
- F. Understand their health problem and treatment program.

If they do not understand any part of their program, they should ask a staff athletic trainer or physician. It is the mission of the Dillard University Department of Athletics to see that each participating athlete is afforded these rights.

TRAINING ROOM

The Athletic Trainer supervises the staff and the operations of the athletic training rooms. The athletic training facilities at Dillard University are for the care and treatment of scholar-athletes. The athletic training staff must take strict precautions to ensure compliance with all Federal and State Laws in the application of this treatment.

Only the team physician is responsible for diagnosing injuries and prescribing the appropriate treatments. The team physician will give referrals, if it is deemed necessary.

Athletic trainers and student athletic trainers are under the supervision of the Athletic Director. All guidelines for athletic trainers are issued in writing by the Athletic Director and must be followed at all times. Athletic trainers and student athletic trainers must follow the policies and guidelines for operations and for conduct set forth by the Athletic Director and the respective head coach when they travel with that respective team.

MEDICAL CLEARANCE (PHYSICALS)

All scholar-athletes must be given medical clearance through a physical examination before participating in intercollegiate athletics. The athletic training staff will arrange for all scholar-athletes to undergo physicals from team physicians. It is a head coach's responsibility to make sure all scholar-athletes in their sport have completed a physical.

ATHLETIC INSURANCE

Dillard University athletics carries an excess insurance policy and the insurer is called a secondary insurance provider.

COLLECTING ATHLETIC INSURANCE CARDS

1. The Athletic Director sends a letter to all scholar-athletes to fill out training forms online and complete forms by July 1. (HIPPA, Informed Risk, etc.)
2. Once the Athletic Director receives the athletic insurance forms, the Athletic Director forwards these forms to the athletic trainer.
3. If the scholar-athlete does not complete the online form prior to the physical, the scholar-athlete will be required to have a copy of the insurance card at the physicals.
4. The athletic trainer will forward copies of all cards received at the physicals to the Athletic Director. All forms are stored in the Athletic Trainer's office files.

ATHLETIC INSURANCE CLAIMS PROCESS

1. Athletic trainer completes medical referral form for scholar-athlete.
2. Athletic trainer makes copy of referral form and submits to assistant to the Athletic Director.
3. Assistant to the Athletic Director contacts scholar-athlete and has them complete an insurance claim form.
4. Assistant to the Athletic Director takes insurance claim form and enters information via the online claim form provided by the insurance company.

P. Substance Abuse Policy

The overall goal of the Scholar-Athlete Drug Education and Testing Policy is to promote a year-round drug free environment in the Dillard intercollegiate athletics program. It is our belief that the abuse of alcohol and drugs are detrimental to the physical and mental well-being of the scholar-athlete. Education and Counseling will be the cornerstones of this policy. These components will be conducted to alert scholar-athletes and coaches to the potential harm of substance abuse. Education and counseling are supplemented

with drug testing, since studies have shown that education alone is not a sufficient deterrent to drug use. The purpose of this policy is:

- To protect the health, safety and welfare of the scholar-athlete;
- To identify, address and treat scholar-athlete problems and concerns involving drug and alcohol use and abuse.
- To inform and educate scholar-athletes and others associated with athletic teams about drugs and alcohol, and the effects of their abuse.
- To protect the institution's integrity.
- To ensure safe, fair and equitable competition for scholar-athletes.

Participation

All scholar-athletes (whether eligible or ineligible) will be required to consent to participation in the Drug Education/Testing programs as a condition of participation in intercollegiate athletics at Dillard University. Failure to consent is a declaration of ineligibility to participate in intercollegiate athletics at Dillard University and forfeiture of an athletic scholarship. Cheerleaders, dance team members, student managers and student athletic trainers will also be subject to this policy.

Education Component

A major component of this policy is education. An explanation of the Scholar-Athlete Drug Education and Testing Policy is conducted at the beginning of each sports season at Scholar Athlete Leadership Training (S. A. L. T.). The training includes a review of the policy, its purposes and implementation, and sanctions for violations of the policy.

A copy of this policy is given to the scholar-athlete and they will be asked to sign a form acknowledging receipt of the policy and consent to testing. This is kept on file in the athletic department. Scholar-athletes may refuse to consent to drug testing under this policy. However, scholar-athletes who refuse to be tested in accordance with this policy, which is designed to protect the health and welfare of the scholar-athlete, will not be permitted to participate in intercollegiate athletics at Dillard University and will, therefore, lose their athletic scholarship. Other opportunities for drug education will be provided throughout the year as determined by the Athletic Director and Head Athletic Trainer. These sessions will focus on information regarding the dangers of using illegal drugs and alcohol.

Attendance of the scholar-athlete at scheduled sessions is mandatory. Athletic staff (coaches and trainers) are also expected to participate in at least one session each year about alcohol and drugs.

Counseling Component

The counseling component of this policy is designed to provide assistance, direction, and resources for scholar-athletes who need support as a result of positive tests, physician referral, or self-referral. Counseling will be provided by a trained specialist in the Student Health and Wellness Center. The specialist will be involved in developing an appropriate treatment plan. Counseling will be confidential.

Drug Testing Component

Testing of scholar-athletes will be conducted throughout the academic year (in-season and out-of-season). Testing takes a variety of forms:

- Random individual test individual names are selected at random for immediate testing.
- Reasonable Suspicion testing when college officials have a good faith reason to believe that a student athlete may have violated this policy.

- Coach may request an individual or team to be tested at their discretion.

Records of test results are considered medical records and are confidential to the degree permitted by law. The records will be maintained by the Athletic Director, and released only under the circumstances allowed by this policy or as otherwise required by law.

Drug Testing Protocol

Random drug testing will be conducted on an unannounced basis throughout the calendar year. The Head Athletic trainer may require the collection of an initial specimen from each scholar-athlete as part of the annual pre-season medical screening.

If there is reasonable suspicion that a scholar- athlete is using alcohol or drugs in violation of this policy, the scholar-athlete may be referred to the athletic trainer for medical evaluation and/or testing. Reasonable suspicion exists where an observable, articulable basis in fact indicates that a scholar -athlete is using alcohol or other drugs in violation of this policy. The evidence supporting the suspicion must be reasonably reliable and should be clearly documented in writing on the “Reasonable Suspicion Report” found online at www.dillard-bleudevils.com/intranet.com .

Specimen Collection

1. Upon notification, the scholar-athlete must present himself/herself at the specified collection site at the designated time for testing.
2. Specimen collection will be carried out under the direction of the licensed medical provider at a certified/accredited drug testing laboratory.
3. Once the individual has been selected, they will not be authorized to leave until an adequate specimen has been provided. If the athlete leaves before giving an adequate specimen, the athlete will be given a positive test and will be subject to departmental sanctions detailed in this policy.
4. A test site administrator must view collection of the specimen. The administrator will be the same sex as the scholar-athlete.
5. All individuals taking prescribed or over the counter medications have the responsibility of notifying the test site administrator with written documentation or prescription in hand.
6. Failure to show up or refusal to take the test at the designated time will result in the same consequences as a positive test. The appropriate level of discipline will be applied to that scholar-athlete, whether it is a first, second or third positive test.
7. Final test results will be reported to the athletics director who may notify other University officials that are deemed relevant and have a legitimate institutional interest in receiving the information.
8. A medical review will be done of the test results by a qualified physician to rule out any potential reasons other than abuse for a positive result.

Negative Test Results

All results are reported to the scholar-athlete, athletic director, head athletic trainer, and the appropriate head coach. If the tests come back negative, scholar-athletes remain eligible for participation in athletics.

Positive Test Results.

All results are reported to the scholar-athlete, athletic director, head athletic trainer, and the appropriate head coach. The athletic director may notify other University officials that are deemed relevant and have a legitimate institutional interest in receiving the information. The Athletic director may also inform the parent and/or guardians of any scholar-athlete who is under 18 years of age of a first positive test result.

The athletic director may notify a scholar-athletes parents and/or guardians of second and subsequent positive results, regardless of the scholar-athletes age.

Safe Haven Clause

If a student wishes to address any substance abuse before they are selected for testing that person will be allowed "Safe Haven". If a student wished to receive "Safe Haven" he/she must admit substance abuse no later than 24 hours before any random drug test. A scholar-athlete may declare "Safe Haven" only once.

Departmental Sanctions for Positive Test 1 Results or Admission of Drug Problem

All results are reported to the athletic director, athletic trainer and the athlete's head coach and the scholar-athlete. The athletic director may notify other University officials that are deemed relevant and have a legitimate institutional interest in receiving the information. The athletes file will be forwarded to judicial affairs for appropriate action according to the Dillard University Code of Student Conduct. In addition to University judicial sanctions (if any), the scholar-athlete may still be subject to these additional sanctions.

Levels of Offense

a. First Positive:

- i. If the scholar-athlete chooses to admit his/her substance abuse before being tested he/she will be given a first positive and be required to attend receive substance abuse counseling. The individual will be subjected to a one week suspension.
- ii. If there is no admission of guilt the athlete will be subjected to a two-week suspension. This includes no practices, no weights, no games and no involvement in the athletic program. The scholar-athlete will also attend substance abuse meetings with the Center for Health and Wellness.
- iii. After the suspension is completed, the athlete will be retested. If the athlete tests negative for substances on the banned substance list, he/she will be allowed to continue participation. If the athlete tests positive, the athlete will be on a weekly suspension and retested weekly until he/she tests negative for substances on banned substance list.
- iv. If the retesting yields a positive for 5 consecutive weeks after the initial positive, he/she will be given a second positive.
- v. After the first positive drug test, the athlete may be subjected to further testing at the discretion of the athletic director at any time.

b. Second Positive:

- i. Following a Second positive test the scholar-athlete will be suspended for four months from any participation in Dillard University athletic programs.
- ii. The scholar-athlete will not be able to request a medical hardship, based on a positive test.
- iii. Upon the second positive the scholar-athletes parents/guardians will be contacted and notified of the infractions to University Athletics policy.
- iv. During the second suspension, the athlete can be tested randomly at the discretion of the athletic director. In order to be released from suspension the athlete must test negative following his/her suspension period.

c. Third Positive:

- i. Upon the third positive test, the student athlete will be suspended for his/her remaining time in Dillard University Athletics. This does not include intramural athletics or club sports.
- ii. Upon the third positive the student athlete's parents/guardians will be contacted and notified of the infractions to Dillard University Athletics policy.
- iii. A third positive test result is not subject to the appeals process.

The head coach, after consultation with the Athletic Director, may impose additional sanctions up to and including, but not limited to dismissal from the team and or revocation of the athletic scholarship.

List of Drugs to be Tested

Examples of drugs to be tested is listed below. NOTE: There is no complete list of banned drug examples. Scholar-athletes should check with the athletics department staff before you consume any medication or supplement.

Stimulants: amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)

boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

Peptide Hormones and Analogues:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens :

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

Beta-2 Agonists:

bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also banned! (unless otherwise noted)

Q. Additional Sources of Information are:

Dillard University Operating Policies and Procedures

Dillard University Scholar-Athlete Handbook (section found in Student Handbook at www.dillard.edu)

Dillard University Student Handbook (www.dillard.edu)

GCAC Operating Policies and Procedures (www.gcaconf.com)

NAIA Operating Policies and Procedures (www.naia.cstv.com)

RESIDENTIAL LIFE

The mission of the Office of Residential Life is to provide a safe, secure, and healthy living environment for students that enhance learning and development through community service, quality programming, and academic support.

The residential life program has five diverse residential units that can accommodate students. Each residence hall has its own unique character with either traditional, suite-style units or apartment style units. Occupancy in each unit varies.

All residential units are furnished with standard college furniture (bed, dresser, desk, chair, and bookcase) and each residential unit has internet access, basic cable television, and local telephone service (upon request). Each university apartment has a stove, refrigerator, and standard living room furniture.

Williams Hall

Williams Hall is located in the center of the campus and offers suite style living. There are two double occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). Williams Hall has laundry machines, study and meetings rooms, lounge area, and a small kitchen on the first floor.

Camphor Hall

Camphor Hall is located next to Williams Hall in the center of campus. Camphor Hall offers suite style living arrangements. There are two double occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). A limited number of single, one bedroom, units are available. Camphor Hall has laundry machines, study and meetings rooms, and a lounge area.

Hartzell Hall

Hartzell Hall is located next to Williams Hall in the center of campus. Hartzell Hall offers suite style living arrangements. There are two double occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). A limited number of single, one bedroom, units are available. Hartzell Hall has laundry machines, study and meetings rooms, and a lounge area.

Straight Hall

Straight Hall is located next to Williams Hall in the center of campus. Straight Hall offers suite style living arrangements. There are two double occupancy rooms per suite that share one bathroom (two residents per room, four residents per suite). A limited number of single, one bedroom, units are available. Straight Hall has laundry machines, study and meetings rooms, and a lounge area.

Gentilly Gardens Apartments

The Gentilly Gardens Apartment complex is located on campus. This tranquil community offers two laundry facilities and on-site parking. The Gentilly Gardens Apartment Complex has two bedroom, double occupancy apartments, three bedroom, triple occupancy, and one bedroom, single occupancy units.

Please refer to the ***Residential Life Guide***, located at www.dillard.edu, under MyDU- Residential Life, for detailed information about policies, procedures and programs.

OFFICE OF UNIVERSITY POLICE

The Mission of the Office of Public Safety, Dillard University, is to provide for a crime free environment and promote programs on Crime Prevention, Safety & Security Awareness, Risk Reduction, and Avoidance as comprehensive approaches to meet the goals of the Department and the University.

The Office of Public Safety is open 24 hours a day for students, faculty, staff or visitors seeking assistance or to report any suspicious persons, activities and/or circumstances, or emergencies occurring on campus. The telephone number is 504-816-4911.

Each member of Office of University Police is a trained Officer who holds a State of Louisiana, University Police Commission or a Special Officer Commission issued by the New Orleans Police Department. Although the commissions authorize University Police Officers to be armed and to apprehend persons who have been observed committing criminal acts, the Primary Mission of the University Police Officer is to ***Prevent*** and ***Serve*** as a deterrent to criminal activities within the jurisdiction of Dillard University and its subsidiaries.

Services performed by The Office of Public Safety include, but are not limited to:

- Securing and Opening Buildings
- Vehicle and Foot Patrols of properties
- Enforcement of University Rules and Regulations
- Investigation of Criminal Violations & Auto Accidents
- Crime Prevention & Personal Safety Programs
- Emergency & Personal Escort Services
- Security Surveys (On & Off Campus)
- Identification Badge Enforcement
- Anonymous Information & Tips

General Policy

Regulations and restrictions relating to campus parking and Identification Badge enforcements are indicated in these printed guidelines. As a practical matter, it is impossible to mark with signs all areas where parking is prohibited but the campus driver should be aware of the following.

Parking or Driving Prohibitions

Parking or driving is absolutely prohibited on grass, construction areas, or any reserved areas specifically marked by the University Police or where it will create a safety hazard, interfere with the use of University facilities or hinder the free movement of traffic.

General Regulations

The interpretation of the intent of these regulations will be the responsibility of the Office of University Police.

Access to campus parking is limited by University policy and the availability of parking spaces.

The parking permit confers upon the holder the right of limited access to university parking facilities and is not to be interpreted as a guarantee that a parking space will be available for the holder's use at all times.

PARKING ON UNIVERSITY PROPERTY IS AT THE OWNER'S RISK. THE RECEIPT OF A PARKING PERMIT IS NOT TO BE INTERPRETED AS AN ASSUMPTION OF LIABILITY BY THE UNIVERSITY.

Because parking permits remain the property of Dillard University, the University reserves the right to revoke parking privileges and to demand the return of any permit due to repeated and flagrant non-compliance of the University's parking and traffic regulation(s).

Illegally parked vehicles may be immobilized and/or fines may be assessed against the owner or operator. Immobilization devices may only be removed by University Police personnel. The removal of the device by the operator of the vehicle or by other persons may result in damage to the vehicle and will certainly result in damage to the immobilization device. If damage occurs to the immobilization device, the violator shall be charged for its repair or replacement. The University assumes no liability for any damage as a result of placement or removal of any immobilization device.

If towed, you must pay the towing fee plus fines for the ticket stating the violation for which you were towed. Towing fines may be paid in cash, check, money order, Master Card, or Visa.

If vehicle is impounded, you must report to the Office of University Police to get further instructions on the retrieval of the vehicle.

Penalties and Payment of Fines for Campus Parking

All fines must be verified through the Office of University Police. Refer to the Department of Public Safety Parking Violations Pamphlet.

Registration

All motor vehicles regularly, occasionally or temporarily using University parking facilities must be registered with the Office of Public Safety and properly display a parking permit. Failure to do so constitutes a violation of these regulations and subjects the offender to the penalties herein. It is emphasized that any type motor vehicle operated on campus by students, university personnel, or visitors, whether owned or not by the operator, is required to properly display a current parking permit. (Motorcycles included) See Department of Public Safety Parking Violations Pamphlet for detailed explanations of violations.

To secure a permit, the vehicle must be registered with the Office of Public Safety. To register a vehicle, the owner or operator must:

1. Pay the required registration fee
2. Complete the permit application
3. Provide receipt of payment of registration fee, proof of vehicle registration and insurance, driver’s license, and a notarized statement of permission from the owner, if applicable, to the Office of Public Safety.

Types of Parking Permits

“**Student(s)**” permits are issued to students and are valid for the academic semester in which they are issued. THE PERMIT MUST BE MOUNTED ON THE INSIDE OF THE FRONT WINDSHIELD, LOWER CORNER OF DRIVER’S SIDE.

“**Faculty and Staff**” permits are issued to faculty and staff and are valid for the calendar year in which they are issued. The hang tag permit must be placed on the rearview mirror of the vehicle and permit information must be visible and in place whenever on campus.

“**Temporary**” permits, issued to persons in attendance at University sponsored meetings and/or functions on campus. Permits may be secured at the Office of Public Safety. The fee for this permit may be waived at the discretion of the Chief of Police or if proper arrangements are made in advance for any special guest visiting the University.

“**Replacement**” permits can be obtained in situations when a registered vehicle is sold and a new vehicle is purchased and the original permit is unable to be returned or reused. Proof of new vehicle must be provided.

Parking is on a first come, first serve basis in the Gravel Lot (rear of Library), Dent Lot (near ennis courts), and Cook Lot (near duck pond), except in spaces marked RESERVED.

Parking permits do not guarantee a parking space.

Cost of Permits

Faculty and Staff ...	\$200.00
Students	\$100.00
Replacement	\$ 10.00
	\$ 10.00
Temporary	(may be waived at the discretion of the Chief of Police)

Operation of Motor Vehicles on Campus

Unless otherwise stipulated herein, motor scooters and motorcycles are subject to the same regulations that govern automobiles, including registration, and must obey all traffic signs and regulations

1. Motor vehicles must be driven in a careful and prudent manner at all times.
2. Driving or parking on grass and sidewalks is prohibited.
3. All traffic signs and instructions of University Police Officers must be obeyed.
4. The stopping of vehicles in traffic flow is prohibited. When taking on or discharging passengers the vehicle must be pulled to the curb.
5. Motorists must give right of way to pedestrians crossing at campus crosswalks.

6. The passing of moving cars going in the same direction is prohibited.
7. Motorists must observe a 15 mile per hour speed limit on all campus drives and parking lots.

University Parking

1. The use of campus parking facilities is restricted to vehicles displaying a valid parking permit.
2. ALL SIGNS INDICATING RESERVED SPACES, HANDICAPPED PARKING, NO PARKING, SERVICE, FREIGHT AND LOADING ZONES MUST BE OBSERVED.
3. Hampering with the passing of emergency vehicles in the event of a fire or other emergency is prohibited.
4. Parking in an area other than that designated for the type permit assigned to your vehicle is prohibited.
5. No vehicle is to be parked in such a manner as to interfere with the orderly flow of traffic or to cause interference with normal parking procedures.
6. Parking spaces that are designated as “**RESERVED**” are **RESERVED 24 HOURS A DAY**.
7. Parking spaces that are designated for the **PRESIDENT, CABINET, DUPD, or HANDICAP** are **RESERVED 24 HOURS A DAY**.
8. For reason of suspected trespass or violation of parking regulations, the Office of Public Safety shall have the right to immobilize any vehicle using university parking facilities until the owner or operator of the vehicle has made a satisfactory accounting for his/her actions.

Payment of Fines

Fines must be cleared within sixty calendar days of the date of the offense. During regular hours, payment may be made by CASH, CHECK, VISA, or MASTERCARD to the Office of Business and Finance (University cashier). After regular hours, weekends, and holidays, the payment of fines may be made at the Office of Public Safety (only Check or Credit Card payments are accepted).

Banning

Non-payment of fines, frequent or flagrant violations of the University’s parking regulations, or the unauthorized removal of an immobilization device may result in banning. Persons in violation of the unauthorized removal of an immobilization device may be subject to University disciplinary action and/or criminal action.

Banning is the loss of privilege of parking a motor vehicle on university property. Banning may be imposed through the student judicial process.

If any individual wishes to contest a citation, he/she may appeal to the Chief of Police. All supporting evidence, explanation or documentation must be available to contest the citation. In such instances, the Chief of Police will present a recommendation to the Dean of Students.

STUDENT ORGANIZATION POLICIES AND REGULATIONS

Dillard University subscribes to the idea that every experience or activity endorsed or promoted by the University must contribute to the total development of the student and thereby be a learning experience. The educational program, therefore, is not limited to the academic curriculum but includes all the experiences and activities supervised by the institution. An effort is made to provide an integrated, vital educational environment in which each student may be stimulated to grow in a manner that will reflect an increasing achievement of moral spiritual values as well as intellectual growth.

It should remain clear, however, that all organizations operate on campus at the invitation and approval of the University. Therefore, student clubs and organizations must adhere at all times, on and off campus, to governing policies and regulations established by the University.

Definition

A student organization shall be defined as "a group of Dillard University students joined together in the pursuit of a common purpose, which is in support of the mission, goals and values of Dillard University, guided by a lawful constitution under the direction of chosen officers, and which has been recognized and approved by the Director of Student Engagement and Leadership Development (SEAL)." Recognition of a student organization in no way implies that Dillard University necessarily endorses the behavior, activities, positions, or points of view espoused privately or publicly by members of the recognized student organization.

Procedures for the Recognition of Student Organizations Starting a Student Organization

New student organizations can be created when a group of five (5) or more Dillard University students form a registered student organization in support of the university goals, purposes, and values. The process to become a registered student organization can be obtained by visiting the Office of Student Engagement and Leadership.

NOISE/AMPLIFIED SOUND/LYRICS

The Director of SELD reserves the right to deny the use of amplified sound or to instruct students or student organizations to turn down the volume of amplified sound if excessive noise will disrupt academic or religious pursuits or the sleep environment in the residence halls. Quiet hours in the residence halls are Sunday-Saturday 11pm – 10am. Music with vulgar or explicit lyrics is prohibited.

MEMBERSHIP

Each organization's officer must be in good standing in order to remain active in their position with the organization.

If an officer loses good standing, he/she will be considered inactive and will receive written notification to that effect from the Office of the Dean of Students. The inactive status will remain until such time when conduct standards are met.

Each organization/club is required to delegate two (2) members to sit on the SGA Senate and have at least one member to attend each meeting. SGA Senate meetings will be held once a month and attendance will be taken. If the delegate officers miss a meeting, the organization will not be able to host an event the following month (i.e. a Student Senate meeting is held in September the delegate officer does not attend the meeting the student organization cannot host an event in October).

If the delegate officers miss three (3) or more consecutive meetings without a valid written justification, the organization will be placed on inactive status and will forfeit privileges of recognized organizations.

MAINTAINING ACTIVE STATUS & ANNUAL REGISTRATION

It is the policy at Dillard University that each campus organization is registered with the Office of Student Engagement & Leadership Development by an established date at the beginning of each academic year. Registration forms can be obtained in the Office of the Dean of Students.

Registered student organizations must complete certain requirements annually to remain on active status. These requirements are:

1. Maintain a membership of at least five (5) full-time students at Dillard University and submit a current list of active members and officers.
2. Submit the Organization Advisor Agreement Form, Student Organization Officer Form and Student Senate Agreement Form to the Office of the Director for Student Engagement and Leadership Development (SELD).
3. Attend the Student Organization Officer Training (S.O.O.T) annually; a minimum of three (3) organizations officers must attend S.O.O.T in order for the organization to remain on active status on.
4. Attend Student Senate Meetings once a month.
5. Submit any constitution changes as needed for review to the Office of the Director for SELD
6. Maintain contact with University Advisor

Before an organization can function on campus, it must be registered, failure to comply will result in organization being placed on inactive or non-recognized status.

Status of Student Organization

The Office of the Director for Student Engagement & Leadership Development (SELD) uses different terms to describe the status of student organizations in four (4) categories: Active, Probation, Inactive, and Non-recognized.

Active

Active status is defined as the status of an organization that has completed all requirements to maintain an organization. As well as maintained all student organization responsibilities aligned with the Student Senate throughout the academic year. These organizations may take advantage of the benefits and rights offered to registered student organizations such as but not limited to recruitment, new membership, hold meetings, and host events.

Probation

Probation status is defined as the status of an organization that has been removed from active status for violations of Student Senate regulations, University policies and/or local, state, and federal laws. The length of probation status varies upon the discretion of the Director for SEAL. Student organizations on probation may be required to complete certain requirements before being placed back on active status.

Inactive

Inactive status is defined as the status of an organization that has been removed from active status, placed on probation, and has not completed all requirements to be placed back on active status. Organizations on

inactive status may be granted the opportunity to have limited organization privileges which may include reserving a meeting space for organizational planning purposes. No programs or activities may be conducted during this status in the organization's name.

Non-recognized

Non-recognized status is defined as the status of an organization that has not attempted to complete the requirements to maintain active status with the Office of the Director for Student Engagement & Leadership (SEAL). Student organizations on non-recognized status are removed from all registered student organization lists and are not permitted to utilize any of the benefits and rights of being an active registered student organization such as participating in student organization events, hosting events, utilizing resource rooms, having a mailbox, participating in meet and greet, reserving conference room space, utilizing display boards, fundraising, seeking funding from Student Government Association (SGA), reserving rooms or services, collaborating with active registered organization, and enjoying the benefits of being recognized as a student organization at Dillard University. Non-recognized organizations can become active by meeting all of the requirements to maintain active status by the Spring Registration deadline

ADVISORS

Dillard University requires each student organization to have an advisor who is currently a full time member of the DU faculty or staff and/or local chapter organization. It is recommended that each student organization have at least two (2) advisors. Advisors are held responsible for insuring that all groups function in ways that are compatible with the University's mission. In addition, advisors are required to be present at ALL meetings, activities, ceremonies, and social affairs conducted by the organization.

STUDENT GOVERNMENT ASSOCIATION

All students are members of the Student Government Association. The students of this institution have formed a union and have adopted a constitution for their government within the bonds of the union. The aims of the Student Government Association are:

1. To act as a clearing house for student opinion on all matters relative to student welfare at Dillard University.
2. To provide a means through which students may work in close cooperation with administrative officers and faculty members in all programs in which students, administrative officers, and after faculty members participate jointly.
3. To enable students to exercise themselves in the art of self-governance under the democratic process.

Student government at Dillard University is considered a teaching-learning opportunity for the purpose of providing a first-hand experience in democratic living for students. The Office of the Dean of Students works closely with the SGA, and the Dean of Students or his/her designee serves as a primary advisor of the organization. A secondary advisor may be selected from the University faculty or staff.

DIVISIONAL INFORMATION

ENROLLMENT MANAGEMENT

A. Financial Aid and Scholarships

Dillard University makes every effort to give financial assistance to capable and promising students who would otherwise be unable to attend the University. This assistance is designated to supplement what the student and his/her families are not able to contribute toward his/her expenses. Although the basic premise of financing one's higher education is the responsibility of the family, Dillard University is committed to assisting each family in obtaining the necessary level of funding. Financial aid resources at Dillard University consist of scholarships, grants, loans and student employment.

Specific information and forms may be obtained from the Office of Financial Aid in Rosenwald Hall, Room 126. To be considered for financial aid, one must be admitted as a degree-seeking student into the University, be a U.S. citizen or an eligible non-citizen, make satisfactory academic progress, be registered with the Selective Service, if required to, and not be in default on any student loan. Please confer with the current Dillard University catalog or the Office of Financial Aid and Scholarship for more information.

While information about specific programs is available at the Financial Aid office, the important thing to remember is to apply for financial aid each year. Application information is available in Rosenwald Hall, Room 126 beginning mid-fall semester. Students are encouraged to file the Free Application for Federal Student Aid (FAFSA) over the internet at: <http://www.fafsa.ed.gov>. Apply as soon as possible after January 1. There are no application deadlines; however, priority consideration is given to those who apply by March 1. Please refer to the Dillard University Catalog or the Office of Financial Aid for more information.

B. Records and Registration

The Office of Records and Registration provides support to students, faculty and staff in gaining access to student academic records, transcript requests, degree verification and enrollment verification. Specifically, the Office of Records and Registration coordinates and manages the registration process for students at Dillard University. The Office of Records and Registration encourages students to carefully complete the registration process for courses at Dillard University by keeping in mind the following:

- Incoming, continuing, transfer and readmitted students must present themselves for registration in accordance with the plans of registration established for the current year and listed in the University Calendar.
- Students should consult their academic advisors for assistance in preparing their schedules.
- Each student, however, must assume the responsibility of studying his/her curriculum carefully and should register each semester according to its requirements.
- Continuing students are expected to participate in pre-advisement/early registration for the succeeding semester.
- No student has completed registration until he/she has paid fees as assessed by the Office of Business and Finance.
- No student will be permitted to remain in class unless his/her name appears on the class roster generated by the Office of the Records and Registration

For information on the actual step-by-step process of registering for courses as well as dropping or adding classes, please read the registration section in the catalogue of the year in which you entered Dillard University.

C. Recruitment, Admissions, and Programming

The Office of Recruitment, Admissions, and Programming coordinates enrollment services for Dillard University, working collaboratively with the academic, student affairs and administrative units to identify and implement process to meet, and strive to exceed student/customer expectations and university goals.

To that end, the Office of Recruitment, Admissions, and Programming seeks to provide the highest standards of excellent in enrollment planning. We actively identify, recruit, and enroll academically qualified students and provide services that promote student retention and success.

It is the policy of Dillard University to admit those applicants who possess high standards of scholarship, serious and realistic educational goals, potential for service and leadership, and the personal characteristics of honesty, loyalty and self-respect.

The University does not make any distinction as to religion, race or sex in the admission of its students. Specific information on admissions policies and requirements may be obtained from the Office of Recruitment, Admissions, and Programming, Rosenwald Hall Room 110, or by consulting the Dillard University Catalog.

THE DIVISION OF STUDENT SUCCESS

The Division of Student Success provides the necessary support for all students to successfully meet their personal and professional goals and objectives through their Dillard University experience. Students can obtain support and resources through the various departments housed within the Division of Student Success. These departments are:

1. Office of the Dean of Student
 - Center for Health and Wellness
 - Commuter Services
 - Counseling Services
 - Judicial Affairs
 - Office of Residential Life
 - Student Support Services
2. Center for Career and Professional Development
3. Office of the Chaplain and Vision Quest
4. Student Engagement and Leadership Development
 - Student Activities
 - Student Union
 - Intramural
 - Greek Life
 - Student Government

5. University Police

6. Educational Talent Search

7. Disability Services

Center for Career and Professional Development

The Center for Career and Professional Development supports the holistic development of students by guiding them through the career and professional development process in an effort to prepare them for entry into graduate or professional schools, as well as into the global marketplace.

The process includes student guidance from the first through the fourth year of academia by providing awareness of career development exploration opportunities, professional development activities and leadership experiences to assist in clarification of values, and goal setting for life choices and career decisions.

Each student beginning in their first year is guided through a four-phase process that takes them from the beginning stages of choosing a major and adjusting to college life to the world of work and life after Dillard.

Emphasis is placed on training and developing Dillard University students for internships, permanent employment and graduate/professional school admissions. Through the infusion of career planning and development initiatives into student life, students are empowered to advance their career goals.

- Career development exploration
- Graduate or professional school preparation
- Internships
- Community Service
- Alumni Career Network
- Resume Writing

Health and Wellness Center

The Health and Wellness Center strives to promote health awareness for Dillard University students and the academic community by providing quality primary and preventive health care, through educational programs and counseling and by promoting healthy behaviors that facilitate academic success.

- Treatment of illness and injuries
- Physical Exams
- Women's Health
- Diagnostic screenings
- Over-the-Counter Medication and Prescriptions
- First Aid and Emergency care
- Mental health counseling and medication management

Health and Wellness offers quality health care provided by a medical doctor and a board certified family practice nurse practitioner. The Health and Wellness Center offers physical examinations, maintenance of chronic illnesses (e.g. high blood pressure, Diabetes, Asthma) and treatment of other minor illnesses. A limited amount of Over-the-counter (OTC) medications are dispensed to students for fever, acid reflux, and cough and colds. All Dillard University students have access to the center services, regardless of

insurance coverage. Students can receive unlimited office visits in the center by presenting their student identification card.

The Health and Wellness Center hours of operation are 8:00am – 5:00pm, Monday through Friday. After-hour care is available by contacting Residential Life staff members or University Police.

Office of the Dean of Students

The mission of the Office of the Dean of Students (ODS) is to foster student success by engaging students in learning opportunities that enhance their personal, social, cultural, moral, physical and cognitive growth. The Office of the Dean of Students strives to provide services and programs that support students' educational aspirations and foster students' academic and personal success, as well as promote student leadership development and aid in providing students with a successful collegiate experience.

ODS provides central leadership and guidance of student services at Dillard University, which includes the direction of divisional strategic planning, facilitation of interdepartmental interaction, coordination of student support and crisis intervention and referral and facilitation of divisional and student life assessment efforts. The office is an important contact point when a student's need is apparent and it is not clear where to turn for help. Staff in the office coordinates specific programming and initiatives that promote academic integrity, self-awareness and growth and connection to the Dillard community and the greater New Orleans community.

ODS strives to create a campus environment that is both supportive and stimulating and provides a range of experiences in which personal development thrives and learning flourishes.

ODS believes university students of all ages and backgrounds are engaged in a process of growth and change. The extent and intensity of each student's involvement in academic pursuits and other aspects of student life determine in large measure the degree of individual student success attained. While students are ultimately responsible for their own lives, the campus environment is formative and instrumental in their efforts to achieve academic success and personal success, therefore the Office of the Dean of Students commits to aiding in students' success by providing opportunities that facilitate the growth, change and development of all students.

Judicial Affairs

Judicial Affairs strives to make Dillard a just and positive community that focuses on conflict resolution. We believe that one's actions demonstrate one's commitment to respecting differences and we must be responsible for our behavior and accountable for our actions. Everyone who chooses to participate in and or visit our community must abide by our policies and practices designed to insure a safe, educational and comfortable existence.

Recreation, Health and Wellness

The mission of Recreation, Health and Wellness is to enhance the quality of life for the Dillard University family and its community members by providing active and passive recreational, educational, and cultural. It is our objective to provide recreational activities and facilities that are safe, accessible, and aesthetically pleasing to the entire Dillard family.

- Intramurals, Extramural Sports, Club Sports
- Aquatics

Residential Life

The mission of the Office of Residential Life is to provide a safe, secure, and healthy living environment for students that enhance learning and development through community service, quality programming, and academic support. The office provides oversight of:

- Residence Halls
- Residence Hall Association (RHA)
- Resident Assistants

Student Engagement and Leadership

The office of Student Engagement and Leadership is committed to learning beyond the classroom by providing students opportunities to engage actively in orientation & leadership development programs, student governance, and clubs & organizations. We support the mission of Dillard by educating the whole student, encouraging meaningful and accountable citizenship, and promoting interaction within a diverse and global society.

- Student Government Association
- Campus Activities Board
- Greek Life
- Welcome Week
- Homecoming
- Spring Fest
- Student Organizations
- Class Councils
- Student Orientation and Registration (SOAR)
- Martin Luther King Week of Peace and Justice
- UNCF Walk

Student Union

The Student Union serves Dillard University as a community center, bringing together students, faculty, staff, alumni, and the surrounding community. Our core values are student engagement, development and success, communication, learning, and building community. The Student Union houses:

- Office of the Dean of Students
- Student Government Association
- Student Activities Board
- Health and Wellness Center
- Bowling Alley
- Movie Theatre
- Fitness Center

TRIO Programs

A. Student Support Services

Student Support Services (SSS) is an education grant through the U.S. Department of Education. SSS at Dillard University provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education

Eligibility Status

To be eligible to participate in the SSS Program, a student must be a low-income student, a first generation college student, or disabled student. These terms are defined below:

- *Low-income student* – a student whose family’s taxable income does not exceed 150 percent of the poverty level in the calendar year preceding the year in which the individual initially participates in the project. The poverty level amount is determined by using criteria established by the Bureau of the Census of the U.S Department of Commerce.
- *First-generation college student*- a student from a family in which neither parent (whether natural or adoptive) received a baccalaureate degree or a student who, prior to the age of 18, regularly resided with and received support from only one natural or adoptive parent and whose supporting parent did not receive a baccalaureate degree.
- *Student with disabilities* – a student who has a diagnosed physical or mental impairment that substantially limits his or her ability to participate in the educational experiences and opportunities offered by the grantee institution.

B. Upward Bound

Upward Bound is a highly successful, college-based program of rigorous academic instruction, individual tutoring, and counseling for high school students. These students are the first generation of their families to consider post-secondary education.

Dillard University’s Upward Bound Program is designed to instill confidence in students while generating the skills and motivation necessary for success in education beyond secondary school. We believe that all students have the capacity to learn and excel academically, socially and emotionally.

Our staff works diligently to ensure that all program participants realize their highest academic potential, and the benefits of a quality education. We create a safe, friendly, and caring environment that is conducive to learning. We offer comprehensive instruction in math, science, language arts, and foreign language.

Finally, in order to expose our students to multiple ethnic and socio-cultural perspectives, students attend cultural awareness events, and participate in volunteer service projects. We expose our students to various learning environments, and we acknowledge their learning styles. It is our desire that students who participate in the Upward Bound Program at Dillard University will embrace and enjoy learning, with hopes they will enroll in and graduate from a post-secondary institution.

C. Pre-Collegiate Emerging Scholars: Eight Grade Initiative

The Dillard University Pre-Collegiate Emerging Scholars is a cutting edge program that is designed to encourage New Orleans students from diverse backgrounds to successfully negotiate high school and to attend college. Special emphasis is on black male participation, as this segment of the student population has experienced significant high school dropout rates and subsequently a lower matriculation rate in higher education. The program model was founded at California State University at Stanislaus in 2000. Cohorts of 100 students are enrolled into the Dillard University’s Eighth Grade Program Initiative each year. These students remain in the Eighth Grade Initiative Program until their matriculation into Dillard University. The Dillard University Eighth Grade Initiative provides academic and personal counseling and support, financial counseling, college preparation seminars, tutoring and parent workshops in cooperation with selected schools in the Orleans Parish and Recovery School District. All academic and enrichment services are provided here at Dillard University.

For any additional information regarding the Dillard Pre-Collegiate Emerging Scholars program, Please call (504) 816-4714.

D. Educational Talent Search

The Dillard University Educational Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in postsecondary education institutions of their choice.

Educational Talent Search provides academic and enrichment services in cooperation with selected schools in the Orleans and Jefferson Parish School Districts, the Recovery School District and the New Orleans Charter Schools. Most of our services are conducted at the targeted schools. In addition students have the opportunity to receive supplemental academic services on the Dillard University campus.

The Educational Talent Search Program is free of charge for each participant through funding from the United States Department of Education. For additional information concerning the Dillard University Educational Talent Search program, you may call (504) 816-4154 or (504) 816-4818

CENTER FOR FIRST YEAR EXPERIENCE (FYE)

The Center for the First Year Experience (a Title III Project) mission is to ensure that the first year student's academic experience at Dillard is satisfying and rewarding. To this end, the Center is proactive in anticipating change and takes steps to provide the services first year students need and will require in the future.

The First Year Experience Program, the major focus of the Center, is a structured yearlong program experience designed to assist new students in making a smooth transition from high school to college. The instructors guide students through the transition, teaching them how to navigate waters in which students must swim during their four years at Dillard University. The instructors serve not only as mentors, but also as instructors and advisors.

The Center also schedules workshops, group study sessions, and seminars FYSI 101 or 102, a one hour per semester course. Its staff consists of a Director for First Year Experience, an Administrative Assistant and instructors. The Center collaborates and cooperates especially with the academic divisions and all campus divisions to achieve its mission, goals and objectives. The Center is a part of Academic Affairs.

STUDENT SERVICES

COLLEGIATE BOOKSTORE

The Collegiate Bookstore provides for the purchase of textbooks and supplies by students and faculty. It carries personal items, such as toiletries and sundries, candy, stationery, postage stamps, clothing, and jewelry. Purchases may be made with cash Discover, MasterCard, Visa, or American Express. Hours are from 8:30am to 5:00pm Monday-Friday.

COMMUTER STUDENTS, FACULTY AND STAFF FOOD SERVICE

Several meal plans are available for commuter students, faculty and staff, including the nineteen (19) meals per week plan. The most popular plans are the eleven (11) meal plan, which has a ten percent (10%) enhancement and the twenty-five (25) Meal Block Plan. These meal plans are valid for breakfast, lunch, dinner, and brunch. See the Sodexo Food Services Manager for more information or to purchase a meal plan.

COMPUTER ACCOUNTS

The Office of Information Technology and Telecommunications provides all Dillard students Email accounts, cable and access to the Internet. If you have questions, please contact the helpdesk via email helpdesk@dillard.edu. Contact the library at 504-816-4784 or via email at dulibrary@dillard.edu for remote access to library resources. Students are encouraged to protect their passwords.

COUNSELING SERVICES

Students who may need the assistance of professionals regarding personal issues they may be facing can seek help through the Health and Wellness Center. If needed, students will be referred to appropriate programs available on campus or in the community. Programs are strictly confidential and are free of charge to students.

CONTROLLED SUBSTANCE SUPPORT SERVICES

Students with alcohol or drug related dependencies should seek help through the Health and Wellness Center. If needed, students will be referred to appropriate programs available on campus or in the community. Programs are strictly confidential and are free of charge to students.

FITNESS CENTER

The Fitness Center has an array of exercise equipment, tennis and basketball courts. Members of the Dillard community have access to the Fitness Center, basketball, and tennis courts during hours of operation.

DISABILITY SERVICES

The University assists students with disabilities by providing and identifying services and accommodations.

Please contact the office of Student Support Services via phone at 504-816-4306 with any question.

HEALTH SERVICES

Health and Wellness Center

Student Health and Wellness Center provides services to all students at Dillard University. Clinic hours of operation are Monday through Friday from 8:00am – 5:00pm. Students are seen on a first come first served basis with unlimited visits. The Nurse Practitioner is available to assist students with their health care needs.

After-hour care is available by contacting Residential Life staff members or University Police. The Health and Wellness Center provides health care examinations and evaluations to all Dillard University students regardless of insurance coverage. There are certain diagnoses (illness and/or injuries) that may require prescribed medications, laboratory test and other diagnostic examinations, which may or may not be covered by medical insurance. The students are responsible for the cost of prescription medicine, lab work and other diagnostic tests.

Student health insurance coverage. Students are encouraged to report to the Health and Wellness Center before going to any hospital and/ or private physician for any illness or injury. Medical referrals are given by the Health and Wellness Center to facilitate direction of health care services needed. Emergencies are to be reported without delay for proper documentation of the incident.

INTRAMURAL SPORTS AND RECREATION

The Intramural Sports and Recreation program at Dillard University is dedicated to providing students, faculty, and staff with competitive and recreational activities. Through a variety of team sports and individual or group events, the Intramural Sports and Recreations program provides a fun atmosphere and a positive experience to the university community.

LIBRARY SERVICES

The Will W. Alexander Library is a learning-friendly, user-oriented library that serves a vital on-campus role as a center for the enhancement of skills and knowledge to ensure students' college success and encourages postgraduate life-long learning. The library is a place where the highest quality learning tools in information gathering and usage are provided, thereby enhancing its students' academic and learning experiences. Included among the collections in the Alexander Library are the following:

- **Patton Collection** - a major collection of resources by African Americans authors.
- **Archives and Special Collections** - a non-circulating collection of documents with major concentrations of resources detailing the history of Dillard University.
- **Periodicals** - the library currently subscribes to more than 300 prints and over 10,000 full-text journals in electronic format.
- **Media Resources** - a number of audiovisual resources are available to enhance classroom instruction.

The Learning Commons is learning centered, and offers many services. Located on the first floor, offers 70 computer workstations as well as a variety of research and instructional services, which include:

- **Information Literacy (IL) Instruction** - a core initiative that provides instruction in locating, evaluating, and using resources. Information Literacy is provided through formal classroom lectures, as well as through individualized instruction. Electronic and printed guides, handbooks, pathfinders and bibliographies made available to patrons.
- **Reference Assistance** - Librarians are available at all times to help patrons locate, select and interpret the appropriate information and resources.
- **Interlibrary Loan** - Resources not held by the library are made available through this service. Some nominal fees may be incurred.

Facilities - The library is state-of-the-art facility furnished to meet the comfort and needs of library users.

- **Group Study Rooms** are located on the first and second floors are provided for groups engaged in study.
- **Distance Learning** with a seating capacity of 40, the room is located on the second floor and is used for a variety of instructional and campus based activities.
- **Café A' la Carte** – Offers quick-and casual dining for students on the go. The café offers a variety of sandwiches, salads and wraps along with a coffee and pastry stop. It is located inside the library's Casual Reading room.

Library Technology - Electronic library resources are available from campus as well as from remote locations and may be accessed from the library website at <http://books.dillard.edu>. In addition to the online

public access catalog (OPAC), other electronic resources include indices, abstracts, full text articles and journals, and online books. These resources are made available through the *LOUIS* consortia as well as through subscriptions to *EBSCOHost*, *Pro Quest*, *JSTOR* and *NetLibrary*.

MAIL ROOM

The mail room is located in Kearny Hall and provides mail services for the campus community. Mail for the University offices may be sent through the University mail room. However, all intercampus mail of a personal nature requires postage. Postage stamps will be sold in the bookstore in Henson Hall. The mailroom is open 24hrs a day; however, the mail room service window is open from 8:00am to 5:00pm Monday-Friday. Neither postal mail nor packages are delivered to the housing units. Mail is received and distributed in the University Post Office in Kearny Hall.

PUBLIC SAFETY

University Police provides armed security service 24/7 with the expressed responsibility of protecting life and property of students, faculty, staff, and visitors while on campus. The main entrance to the campus and all buildings located on campus are patrolled by trained armed officers. All campus police officers are licensed and certified by the Louisiana Board of Private Security Examiners and commissioned by the City of New Orleans.

Safety Tips:

1. Students are asked to take normal security precautions, such as locking doors and windows and refusing to admit strangers into their residences or campus facilities.
2. Students display ID cards at all times.
3. Students must register their guests. All guests must surrender a valid state issued photo ID to a University public safety officer to enter the campus.
4. Always attend off campus events with at least one friend.
5. Do not display money and expensive items, such as jewelry in residential unit or in public.
6. Never give a stranger your address.
7. Never prop open the Williams Hall exterior doors, the gates to the Elysian Fields, the DUALS, or other facilities.
8. Do not invite strangers to the campus.
9. Inform University Police of all suspicious activity.
10. Lock your vehicle.
11. Avoid confrontations. Report concerns and problems to Residential Life staff or University Police.

RELIGIOUS SERVICES

The Lawless Chapel Ministry is a student organization affiliated with the Office of the University Chaplain and, in addition to on-campus programming, presents a lively Sunday morning worship in Lawless Memorial Chapel at 11:00am every Sunday. LCM's ministries include a gospel choir, praise dancers, Sunday school, Bible Study, Council of Christian Brotherhood, women of vision, benevolence and evangelism program.

UNDERGRADUATE RESEARCH

The goal of undergraduate research and creative work is to introduce students to the empirical methods of inquiry, history, and language of intellectual investigation, research, and creative expressions.

VENDING MACHINES

Vending machines are located throughout the campus. There is also several laundry centers located on campus.

Students are invited to use these laundries and snack centers at their convenience. If, for some reason, the machine in which coins have been deposited does not give desired service, malfunction of the machine should be reported immediately. A card is located in the area of each machine describing procedures for reporting malfunctions. It is a crime to insert slugs, counterfeit coins or any foreign substances in a vending machine.

WRITING LAB

Dillard University Writing Center, Division of Humanities

Dillard University's Writing Center is part of the Division of Humanities, but it services the entire University. Its primary goal is to provide the academic support necessary to increase the academic performance, retention, and graduation rates of all students.

The Writing Center is staffed by trained and experienced writing tutors who are available to meet with you and answer questions. Also, the instructors and tutors in the Writing Center will help you improve your writing skills so that you become a more confident and successful writer in all classes and for all purposes.

Writing Center Hours:

The Writing Center is open when the University is open for fall and spring classes. The peer tutors are available beginning the second week of classes. The Writing Center is not open during exam weeks.

The Writing Center is open Monday through Friday; the Writing Center hours are posted during the second week of classes.

Although walk-ins are welcome, you are encouraged to make an appointment to be sure you receive assistance when you need it. Stop by today.

UNIVERSITY EMERGENCY EVACUATION PLAN

Emergency Evacuation Plan

- Emergency Evacuation recommendation to President when Level 3 hurricane is in the Gulf of Mexico and vector points North (up to 3 days advanced warning).
- Kabacoff is the designated location to meet for instructions and evacuation.
- Designated staff will evacuate to Shreveport, LA.
- Students and chaperones will evacuate to Centenary College in Shreveport, LA on buses contracted by the University.
- Cell phones with area codes other than 504 are already available to designated administrators.
- Text messaging is already available; students and university personnel need to sign-up to receive messages via their cell phones. Sign-up is available through a link on the University's website at www.dillard.edu/emergencyalerts.
- A back-up website server has been established at a remote site.
- Emergency information will be updated continuously on the Dillard website: www.dillard.edu/emergency-alerts.
- Emergency Evacuation Plan will be placed on web prior to fall semester.
- An Academic Plan has been developed to ensure no loss in instruction for students; students should consult instructors regarding individual class plan.
- Each division and department should have a Telephone Calling Tree with emergency contact numbers and a designated emergency coordinator.

8-Step Emergency Plan Summary

1. DECLARATION OF EMERGENCY

The President is advised to declare an emergency and immediately begin evacuation procedures once a tropical storm/hurricane reaches the Gulf of Mexico as a Category 3 Hurricane and the directional vector points north.

[It is anticipated that such analysis should provide as much as three (3) days advanced warning].

2. Crisis Decision Team reviews the situation (President, Executive Vice President, Director of Public Safety and Director of University Communications, President's Senior Executive Officer).
3. Decision is made to assemble full Emergency Preparedness Team (President, Executive Vice President, Senior Cabinet, Director of Public Safety, Director of University Communications, Facilities Management, SODEXO Food Services, ITT, Human Resources and University Nurse).
4. President (or designee) declares emergency/crisis status and gives instructions to ensure maximum coordination to Executive Vice President and Emergency Preparedness Team.
5. Emergency Preparedness Team begins implementation of plan based on the nature of the situation.
6. Emergency Preparedness Team assembles as frequently as necessary to provide status updates.
7. During the emergency, members of the response team will handle tasks as assigned.
8. Recovery procedures will be implemented after the President declares "all clear" and return to business as usual.

For communication updates: Call the Information Line at 877-551-558 or consult the University's website at www.dillard.edu

EMERGENCY EVACUATION PREPARATION CHECKLIST

Non-Residential Students

- Check with local media regarding closure and evacuation.
- You will be informed of make-up days, if necessary.

Residential Students

- Determine where you will evacuate.
- If you require evacuation assistance contact Residential Life for information.
- Pack medicines, valuables, toiletry items, pillow and blanket or throw cover.
- Unplug all electronic devices. Move items away from windows and off the floor.
- Notify Residential Life staff of your destination and contact number.
- If instructed, you ***must*** evacuate. Failure to do so will result in disciplinary action up to and including expulsion.
- Check in with residential staff upon your return to receive further instructions.
- Take photos if possible before you leave.
- Take important papers and research documents.
- Take CDs, DVDs and other electronic storage devices.
- Check with local media for further instructions.
- Persons with disabilities use the "buddy system" for assistance to the most appropriate exit route or nearest area of rescue.

- Once notified of closure, dismiss classes if necessary.
- Move items from floor of your office.
- Turn off/unplug all electronic devices.
- Secure valuables and lock all doors.

CODE OF STUDENT CONDUCT

SECTION 1: PREAMBLE

The continuing mission of Dillard University is to conduct and maintain an atmosphere conducive to learning and growth through programs of academic excellence within the framework of the liberal arts tradition. To this end, the University promotes and upholds a level of behavior and citizenship that enhances the attainment of its mission. Dillard strives to safeguard the ideals of academic excellence through scholarship, and the moral atmosphere of the University community.

It is assumed and expected that when a student chooses to attend Dillard University, he/she does so fully prepared to accept the standards of conduct and citizenship that are considered desirable by the University. Accordingly, failure to abide by the rules and regulations of Dillard University constitutes misconduct and will result in appropriate disciplinary action.

Dillard strives to promote a just and positive community that focuses on conflict resolution. We believe that one's actions demonstrate one's commitment to respecting differences, and we must be responsible for our behavior and accountable for our actions. Everyone who chooses to participate in and or visit this community must abide by our policies and practices, which are designed to ensure a safe, educational, and comfortable existence.

The student conduct process at Dillard University is not intended to punish students. It exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies and values. Sanctions are intended to challenge a student's moral and ethical decision making and to help the student bring his/her behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct process are conducted with fairness to all, but do not include the same protections afforded by the courts. Fair process, as defined within these procedures, assures written notice and a hearing before an objective decision maker. No student will be found in violation of University policy without information showing that it is more likely than not that a policy violation occurred. Any sanctions rendered will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

SECTION 2: STUDENT DISCIPLINE PHILOSOPHY

The submission of an application for admission to Dillard University is an optional and voluntary action. Approval of that application is, in turn, an extension of a privilege to join the academic and social community, and to remain a part of it as long as academic and behavioral standards are met. These expectations have been established so that the educational purpose of the university may be pursued in an atmosphere conducive to such an undertaking.

When a student, group of students, or a student organization infringes upon the rights of a member of the community, the students must accept responsibility for their actions. The function of this disciplinary

process is to promote learning by examining how patterns of unacceptable behavior interfere with and, therefore, are detrimental to the educational process.

Students are expected to exhibit good judgment and responsibility in their behavior both on university premises/property and off campus. The university reserves the right to address student behaviors that occur off campus, including those that are also being acted upon by legal authorities. Although the university does not automatically impose sanctions in addition to those imposed by law enforcement agencies, it does have the obligation to introduce disciplinary action if the student's behavior conflicts with the University's educational objectives or responsibilities to members of the Dillard University community. Students will be disciplined in accordance with the Code of Student Conduct.

SECTION 3: INSTITUTIONAL AUTHORITY

The disciplinary authority over behavior involving individuals, groups, and organizations rests with the Board of Trustees and is delegated by them to the President of the University. The President delegates authority in matters of non-academic student conduct to the Vice President for Student Success. The Vice President of Student Success delegates this authority to the Dean of Students to establish and hold student conduct proceedings that will ensure the proper administration of the University's rules and regulations. In general, any non-academic violation by a student or group of students or student organization at Dillard University will come under the jurisdiction of the conduct system.

The Vice President for Student Success, Dean of Students and/or hearing officers shall oversee the operation of the student conduct system and administration of the *Code of Student Conduct*.

The *Code of Student Conduct* applies to students while they are on-campus, when they attend programs and events *off-campus* that are Dillard related, or when their off campus behavior is a violation of this *Code* or of criminal law or constitutes a hazard to the health, safety, or well-being of a student or members of the University community. The Vice President for Student Success, Dean of Students, or designee may determine that off-campus behavior affects a substantial Dillard University interest. In the event a student commits serious misconduct while enrolled at Dillard, but reported after the student has graduated, Dillard University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

Violations of the Law

Students may be accountable to both legal authorities and the University for acts that constitute violations of law and of the *Code of Student Conduct*. At the discretion of the Vice President for Student Success or Dean of Students, proceedings under this *Code of Student Conduct* may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Determinations made or sanctions imposed under the *Code of Student Conduct* will not be subject to challenge on the grounds that civil or criminal charges involving the same incident are pending or have been dismissed, reduced, or resolved in favor of or against the student.

Interim Restriction/Action

Under the *Code of Student Conduct*, the Vice President for Student Success or Dean of Students may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct*. This action will take place when a student represents a threat of serious harm to others; is facing allegations of serious criminal activity; to preserve the integrity of an investigation; to preserve University property and/or to prevent disruption of; or interference with the normal operations of the University. Interim restrictions/actions can include separation from the institution or restrictions on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the *Code of Student Conduct*.

During an interim suspension or restriction, a student may be denied access to University housing and/or University campus, facilities, and events. As determined by the Vice President for Student Success or Dean of Students, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Vice President for Student Success or Dean of Students, and in collaboration with the appropriate academic Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student's educational requirements.

SECTION 4: STUDENT RIGHTS AND RESPONSIBILITIES

It is each student's responsibility to adhere to the conduct and standards prescribed by the University through the *Code of Student Conduct* as well as those laws established by local, state, and federal authorities.

Student Rights

Although all students have the following enumerated rights, these rights shall not be construed to deny or disparage rights retained by other students in their capacity as members of the student body or as citizens of the community at large.

Students have the right to:

Free inquiry, expression, and assembly, except as expressly limited by Dillard University policies, including the *Code of Student Conduct*.

Be free from harassment or discrimination based on sex, race, color, national origin, religion, ancestry, sexual orientation, disability, age, veteran status, marital or parental status.

Be secure in their persons and living quarters and to not be subjected to unreasonable searches and seizures.

Be exempt from disciplinary action that affects their status as students, except for academic failure or violation of a published *Code of Student Conduct* standard.

Not have disciplinary sanctions resulting from a violation of rules and regulations imposed upon them without notice of the nature, cause of the charges, and a fair hearing, which shall include factual evidence submitted by material and/or character witnesses.

Use an advisor (including an attorney) of their choosing, and at their expense, for the express purpose of providing advice and counsel.

Be provided a written response reporting the results of the pre-hearing conference and/or formal hearing proceedings.

Waive the right to a hearing when they choose to admit responsibility for misconduct and accept disciplinary sanctions from the University. The right to a hearing also extends to student organizations or campus organizations. Organizations may also waive its rights to a hearing.

An appeal, through established procedures, of sanctions administered by the University, except when admitting responsibility and a minimum sanction is rendered.

Privacy of personal information and the right to review their conduct and academic records in accordance with state and federal laws.

Student Responsibilities

By applying or enrolling at Dillard University, students recognize that they have responsibilities to themselves, their fellow students, their campus community and society at large.

All students accept these responsibilities that include, but are not limited, to:

Contributing to a climate of academic integrity, rational, critical, and creative inquiry.

Respecting the freedom of individual thought and expression consistent with the rights of others and commitment to the well-being of society as a whole.

Obedying all duly established Dillard University policies; and local, state, and federal policies, regulations, and laws.

Refraining from actions that deny other members of the university community their rights as described herein.

Refraining from acts of violence, intimidation, or degradation toward any person.

Cooperating with University administrators, faculty, staff and contracted personnel in the performance of their authorized duties.

Giving and maintaining accurate and complete information for all official records required by the University.

Meeting all financial obligations to the University.

Carrying personal picture identification at all times while on University property or at University functions; and provide identification to University Officials when requested.

Attending all conduct proceedings when issued notice to do so.

Maintaining the highest ethical standards in academic and personal behavior.

Student Organization Rights and Responsibilities

Student organizations recognized by the university have a responsibility to conduct their activities and programs in a manner that is consistent with the goals, purposes, and values of Dillard University and abide by university policies and procedures.

The life of an organization is reflected in its membership, acting collectively and/or individually in fostering the goals, purposes, activities, and identity of the group. Members have responsibilities to their organization to conduct their personal behavior in a manner that does not negatively reflect on the organization, particularly in matters related to the functions and activities of the organization.

The organization is expected to educate their members to the appropriate and legitimate ways in which the individual member is to foster the group's existence at the university, and to take action when the individual fails to adhere to the university and organization's standards.

Consequently, an organization may be held responsible for a member's behavior when that it is demonstrably related to the organization's life and draws attention to the organization rather than to the member as an individual student.

Such behavior includes, but is not limited to, actions of organization's officers, discussions and announcements at organization meetings or via organization social media/email list serves, or when it has been alleged or determined the member was engaged in active promotion.

In such instances, alleged violations may be brought against the organization as a whole and the student organization President, or equivalent thereof, shall serve as the organization's representative in a hearing.

The *Code of Student Conduct* supersedes any and all regulations and/or decisions made by student groups and organizations and their affiliates.

SECTION 5: BREACHES OF CONDUCT

Dillard University strives to help students and student organizations develop a sense of moral, ethical, and community responsibility, as well as, to create an environment conducive to living and learning. By applying to and enrolling at Dillard University students agree to adhere to the *Code of Student Conduct* and acknowledges the right of the University to take disciplinary action, including suspension or expulsion for conduct judged unsatisfactory or disruptive. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions provided for in the *Code of Student Conduct*. In some instances, acceptance can be revoked prior to enrollment or class attendance due to conduct that violates the *Code of Conduct*. In keeping with this philosophy, the University regards the following as breaches of conduct:

Abduction and/or Kidnapping

Enticing, persuading, or forcibly seizing and/or carrying of any student, faculty, staff or University official from one place to another; or to prevent a person from leaving a location without that person's consent.

Abuse of Conduct Process

Abuse or interference with, or failure to comply in, University processes including conduct and academic integrity hearings including but not limited to:

- Falsifying, distorting, or misrepresenting information;
- Failing to provide, destroying or concealing, information during an investigation of an alleged policy violation;
- Attempting to discourage an individual's participation in or use of the campus conduct system;
- Harassing (verbal or physical) and/or intimidating a member of the University community body prior to, during, and/or following a University conduct proceeding, pursuant to the *Code of Student Conduct*;
- Failing to comply with the sanction(s) imposed pursuant to the *Code of Student Conduct*;
- Influencing or attempting to influence another person to violate the *Code of Student Conduct*.

Academic Misconduct

Plagiarism (including materials from the Internet), cheating on examinations, forgery, collusion, procuring copies of examinations or other materials that should not be in the student's possession, credential misrepresentation, and other acts of academic dishonesty.

Aiding and/or Inciting

Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct or a breach of the peace.

Alcoholic Beverages Violation

The use, consumption, possession, purchase, sale and/or distribution of alcoholic beverages on University property, in cars or other vehicles, or at any University sponsored or affiliated activity is prohibited.

Alcoholic Beverages Intoxication

Appearing in public on University premises while intoxicated or under the influence of alcohol. Violating any other provision of the *Code of Student Conduct* while under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to a person or property, as a result of intoxication is a violation.

Animals

The University prohibits the possession of pets on University property, including but not limited to, dogs, cats, fish, birds, rodents, insects, and reptiles. Only service animals that are by federal law for persons with disabilities and approved by Disability Services; companion/therapeutic animals approved by the Dean of Students; or those used for teaching and faculty approved research are permitted in University facilities.

Arson/Fire Setting

The malicious or intentional burning of property on the University premises or property is strictly prohibited. Such acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

Assault

The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery.

Attempted Offenses

An attempt to commit an act, on University property, or involving members of the University community (students, faculty, staff, visitors) in an offense that would be violation of any law, code of conduct, rule, regulation of local, state, or federal code.

Battery

The intentional use of force or violence, which is directed upon another. Violence involving physical abuse of contact which includes, but is not limited to the intentional administration of a poison or other noxious substances, slapping, punching, pushing, fighting, and/or contact using a weapon of any sort for the purpose of physical abuse, or violence involving physical contact.

Behavior Unbecoming of a Dillard University Student

Any violation of the Code of Student Conduct and/or behavior that reflects negatively on the image of the student or reputation of the University.

Damage to Property/Destruction of Property

Damage, vandalism or destruction to property owned or leased by the University or personal property belonging to an individual, including other students, faculty, staff, and visitors.

Disorderly Conduct

Any offensive or annoying act that disrupts the peace. This includes, but is not limited to, conduct that is offensive or annoying to others or is disruptive to the rights of others, which includes excessive noise, noise after quiet hours, noise producing devices, talking excessively loud, failure to dispose of food trays, shouting or loud music.

Disruptive Behavior

Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-University activities that occur on campus; and leading or inciting others to disrupt scheduled and routine activities of the University.

Distribution of Printed or Social Media Material

Distribution of printed materials or posting of materials or videos through social media that are libelous, derogatory, abusive, sexually explicit, pornographic, or that encourages violations of public laws or University regulations. While the University respects a student's right to free inquiry, expression, and assembly, it reminds students of their responsibility to contribute to a climate of academic integrity consistent with the rights of others and to refrain from acts of degradation, humiliation or harassment toward any person. This applies to students, nonstudents, relatives, faculty and staff, or current or former spouse, partners, or significant others.

Domestic and Dating Violence

Domestic Violence is defined as abusive behavior, including threats, verbal and/or emotional abuse, and physical assault, between persons in an intimate and/or sexual relationship. It includes behavior(s) used by one person in a relationship to control another. Examples of domestic violence include but are not limited to name-calling, intimidation, threats, and physical harm. Preventing a partner from making contact with family, friends, or peer group also falls within this definition. This includes behavior toward another person even when the intimate or sexual relationship has ended.

Drugs/Drug Paraphernalia Violation

The consumption, possession, manufacturing, selling, purchasing, or passing of, any counterfeit, illegal, dangerous, or controlled drug, illegally obtained prescription medication, or other substance. This also includes the abuse of solvents, aerosols, or propellants; possession of drug paraphernalia (i.e., pipes, bongs, blunts, clips, scales, rolling papers, syringes, etc.); and diluted, late, missed, forged, or failed drug screens. The possession, distribution or use of medical marijuana that is legal in other states but is illegal in Louisiana is also prohibited. The receipt or distribution of illegal drugs prescription drugs or drug paraphernalia via the mail or other delivery service are also prohibited.

Drug Intoxication

Appearing in public on University premises while intoxicated or under the influence of illegal drugs or the abuse of illegally obtained prescription drugs. Violating any other provision of the *Code of Student Conduct* while under the influence of an illegal or illegally obtained drug. This includes any disorderly conduct regardless of whether such conduct results in injury to a person or property, as a result of intoxication is a violation.

Endangerment

Reckless or intentional acts that endanger or put at risk the welfare of oneself or others are prohibited. Threats in any form or behavior that could endanger oneself or others are prohibited. Compromising the security measures of the campus will constitute a violation of the *Code of Student Conduct*.

False Complaints/Reporting

Willfully and intentionally giving false statements to University officials and submitting false complaints or accusations.

Falsification of Information

Deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to, lying, misuse of University documents, records, or student identification cards or meal cards, or documents and records belonging to another.

Failure to Comply

Failure to comply with the reasonable directions of University officials acting in the performance of their duties. This includes failure to promptly identify oneself to University officials when requested and failure to comply with disciplinary sanctions. Students are required to carry a valid University student identification card while on the University premises or property.

Fire Safety

Violation of local, state, federal or campus fire policies including, but not limited to:

- Intentionally or recklessly causing a fire that damages University or personal property or that causes injury.
- Failure to evacuate a University controlled building during a fire alarm;
- Improper use of University fire safety equipment;
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment.
- Removing and/or tampering with a fire extinguisher from its approved location;
- Activating an alarm lacking an emergency situation;
- Removing and/or tampering with the covers on fire alarm pull stations;
- Removing and/or tampering with common area and room sprinkler systems;
- Discharging a fire extinguisher for any purpose other than putting out a fire.

Such action may result in a local fine in addition to University sanctions.

Forgery

Forgery of names, signatures and/or documents (personal, public, and/or private) is prohibited.

Firearms/Weapons

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives with a blade longer than four (4) inches, including

the storage of any item that falls within the category of a weapon in a vehicle parked on University property are prohibited. Knowledge of people possessing firearms or weapons must be reported to the Dillard University Police Department (DUPD) immediately.

Gambling

Gambling is prohibited on campus. Gambling may include lotteries, sports pools, video games, card games, dice, and online betting activities.

Guest Behavior

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the campus. Where a guest is found to be in violation of the *Code of Student Conduct* applicable charges will be brought against the student host and/or the host student organization.

Harassment

Communication directed at an individual(s), whether physical, verbal, written, or electronic, that is likely to cause annoyance or alarm; engaging in any other course of conduct or repeatedly committed acts with the purpose to alarm or seriously annoy any other person. The scope of any form of harassment includes language and/or physical acts which degrades, insult, taunt, or challenges another person by any means of communication, so as to provoke a violent response; communication of threat; defamation of character; use of profanity; verbal assaults; derogatory comments or remarks (gender, racial, ethnicity, sexual orientation, physical characteristics, religion etc.) or any behavior that places another member of the University community in a state of fear or anxiety.

Harboring

Harboring is knowingly allowing any fugitive from justice, or any student, employee, or any other individual who has been barred from the University to stay in or to be transported onto University owned or operated property or facilities. This would also include harboring any individual who is considered to be a fugitive from justice or for whom there is an outstanding warrant.

Harm to Persons

Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

Hazing

Any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual; or which may in any fashion compromise an individual's inherent dignity as a person for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, an organization whether occurring on or off campus.

In addition, any requirements by a group, member or prospective member that compels another group, member or prospective member to participate in any activity that is against University policy or state or federal law for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in an organization whether occurring on or off-campus.

As defined by the Louisiana Board of Regents: Hazing means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (1) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

- (2) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in an organization.
- (3) Consent is not a defense.
- (4) Hazing includes, but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in an organization:
 - (a) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
 - (b) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 - (c) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
 - (d) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Health and Safety Violations

Behavior that creates a risk or danger to others, including, but not limited to, propping open doors to residence halls, use of windows to enter/exit university facilities, throwing objects from windows or balconies, or failure to maintain reasonable standards of sanitation, cleanliness, and safety.

Indecent, Obscene behavior and/or Profanity

Conduct that is lewd, indecent and/or profane portrayed on the premises of the University or at University sponsored or supervised activities. Such conduct include, but is not limited to, obscene gestures, improper exposure of body parts, stripping, streaking, wearing clothing with offensive language, graphics, or pictures.

Misuse of Communications Technology & Social Media

No student shall misuse or abuse, or assist in the misuse or abuse of communication technology at the University. Such activity includes, but is not limited to, using any form of communication technology to harass or threaten any person or persons; or using any form of communication equipment to disrupt the normal operations or activities of any person, organization, or the University such acts as misappropriation of data or of copyrighted material or software. Communication equipment includes, but is not limited to, phones, electronic mail, voice mail, computers, printers, etc. This also includes the use of personal devices utilizing university technological infrastructure.

This also includes the inappropriate and irresponsible conduct using any Dillard University affiliated webpage, email, or social media resource. Engaging in inappropriate or irresponsible conduct using any Dillard University affiliated webpage, email, or social media resource is strictly prohibited. The use of

social media sites (Facebook, Instagram, Vine, Twitter, LinkedIn, YouTube, Flickr, Snap Chat, etc.) to harass, cause bodily and/or mental harm or used to violate the law is also prohibited. Students who are alleged to be in violation of misuse of electronic or social media sites will be subject to criminal or civil penalties, as well as university disciplinary actions. Some examples include but are not limited to the following:

- Derogatory language or demeaning statements about or threats to any third party;
- Inappropriate or incriminating images depicting hazing, sexual harassment or sexual misconduct, vandalism, fighting, stalking, underage drinking, illegal drug use, pornography, other inappropriate behavior, or inappropriate language;
- Content that violates state or federal law;
- Partisan political activity other than campaigning for Dillard University student elections;
- Online gambling;
- Information or images that could be considered obscene or disparaging, or untrue;
- Selling goods or services for personal financial profit;
- Personal social relationships unrelated to Dillard University business.

Motor Vehicles, Traffic Violations, Parking Violations

Violation of rules and regulations governing the use of motor vehicles on University owned or controlled property, or at University sponsored or supervised activities. This also includes driving and parking on grass and sidewalks. Failure to obey traffic and parking regulations is punishable by DUPD and/or the Office of the Dean of Students. This includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, and parking in improper zones; failure to register a vehicle as required by DUPD; unauthorized use of a decal or permit; operation on the campus of a vehicle in violation of an imposed ban; flagrant or repeated violation(s) of the Dillard University Police Department Rules and Regulations. Moreover, applicable local, state, and federal traffic laws are enforced. Dangerous behavior is also applicable.

Retaliation

Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

Representation without Consent

Representing the University or any recognized student organization or chartered group without the specific prior consent of the officials of the University or respective organization or group. Representation without consent also includes joining organizations or groups that are suspended or banned from the University, or attempting to join an organization through improper and unauthorized membership procedures.

Smoking/Tobacco Use

Smoking and the use of tobacco products of any kind is prohibited at Dillard University and all University sponsored/affiliated events.

Solicitation

Unauthorized selling, collection of monies, and promotion on campus or within University buildings, or on University property or premises without proper approval. Students may not act as agents for promotion companies or business firms which entail solicitation for parties or other unauthorized events or the receiving of business offers or goods on University property. Also, students may not solicit on behalf of the University without permission from the Vice President for Student Success. Use of any residence hall room, building, grounds, or parking lot for business purposes of any kind, (i.e. the selling of food, tickets, clothing, jewelry, hair, cosmetics, merchandise, favors, etc.) whatsoever is prohibited.

Theft/Misappropriation

Theft or attempted theft of the property or services of the University, any organization, or any individual by means of taking, selling, deceiving, misappropriating, or misusing, as well as receiving and or possessing such stolen property is a violation of the Code. Theft is defined as the wrongful taking of, or the attempt to take, money or property without the consent of the owner. Examples may include but is not limited to the theft of credit or debit cards, social security cards, driver's license, university I.D., keys, etc. Theft may also include stealing from another person, agency, institution, or the University; the taking of property belonging to another, with the intent of converting the property on one's personal use; the unauthorized use of another's credit or debit card; and failure to return another's personal property upon request or within a reasonable period of time. This also includes unauthorized moving or relocation of University furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and property, which has been reported lost or stolen.

Threatening Behaviors/Terrorism

Threatening to commit any crime of violence or to release any hazardous substance. This also includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, kidnapping, and gang related activity.

Title IX Violations

Title IX is a portion of the United States Education Act Amendments of 1972 which state: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The complete Dillard University Title IX policy can be found at: www.dillard.edu. Detailed information regarding violations, reporting, investigations, and procedures can be found in this document. The following Code of Student Conduct Violations (printed in italics) are also Title IX violations:

Prohibited Conduct- Relationship Violence

"Relationship Violence" is defined as abusive behavior, including threats, verbal and/or emotional abuse, and/or physical assault, between persons in an intimate (*i.e.*, a current or former spouse, current or former cohabitant, or anyone else protected under domestic or family violence law) and/or dating relationship (*i.e.*, a romantic or intimate relationship). Examples of relationship violence include, but are not limited to, intimidation, threats, and/or physical harm. Preventing a partner from making contact with the partner's family, friends, or peer group also falls within this definition. This includes behavior toward another person when the intimate/dating or sexual relationship has ended.

Prohibited Conduct-Stalking

Stalking is conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. The conduct may involve two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. Stalking includes, but is not limited to, the intentional and repeated uninvited presence of the alleged perpetrator at another's home, workplace, school, or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, or sexual assault.

Prohibited Conduct-Sexual Misconduct- Sexual misconduct includes:

A. Nonconsensual Sexual Intercourse and Sexual Conduct

Any sexual behavior including sexual intercourse or attempted intercourse without consent. This definition includes rape, attempted rape, molestation, and other cases where the victim is unable to refuse or effectively consent to sexual advances. The definition applies regardless of whether the alleged assailant is a stranger or an acquaintance. Examples include, but are not limited to, forced insertion, oral copulation, rape by foreign object, sodomy and unwanted touching of an intimate part of another person for the purpose of sexual gratification. Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger or inanimate object.

For purposes of this policy, consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. *Silence alone, without actions evidencing permission, does not demonstrate consent.*

While consent may be expressed by words or actions, it is highly recommended that consent be expressed and obtained verbally. Non-verbal consent expressed through actions may lead to confusion and potential for misunderstandings, which may lead to a violation of this policy.

It is the responsibility of the initiator of any sexual activity to obtain their partner's consent.

Consent must be knowing and voluntary. To give consent, a person must be at least 17 years old. Assent does not constitute consent if obtained through "coercion" or from an individual whom the respondent knows or reasonably should know is "incapacitated".

Coercion for purposes of this policy is the use of express or implied threats, intimidation, or physical force which places an individual in reasonable fear of immediate harm or physical injury.

An individual is considered to be incapacitated for purposes of this policy if, by reason of mental or physical condition, the individual is manifestly unable to make a knowing and deliberate choice to engage in sexual activity. Someone who is drunk or intoxicated is not necessarily incapacitated. Individuals who are asleep, unresponsive or unconscious are incapacitated. Among the factors the University will use to assess whether someone is incapacitated for purposes of this policy are: inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, vomiting, or inability to perform other physical or cognitive tasks without assistance. The existence of any one of these factors will support a finding of incapacitation for purposes of this policy.

An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain consent if that individual is the one who initiates sexual activity.

Consent to engage in sexual activity may be withdrawn by any person at any time. Once withdrawal of consent has been expressed, the sexual activity must cease immediately. Consent is automatically withdrawn by a person who is no longer capable of giving consent.

A current or previous consensual dating or sexual relationship between the Parties does not itself imply Consent or preclude a finding of responsibility for misconduct.

B. Sexual Exploitation

Taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. Examples of sexual exploitation include, but are not limited to:

- Intentionally exposing a private or intimate part of one's body in a lewd manner;
- Committing any other lewd act in a public place;
- Prostituting another student;
- Non-consensual video or audio recording of sexual activity;
- Exceeding the boundaries of explicit consent, such as allowing friends to hide in a closet to witness one's consensual sexual activity;
- Texting or taking pictures of sexual activity without the consent of either or both parties engaged in the sexual activity and/or transmitting/sending the pictures or likeness via any electronic medium or social media;
- Texting, taking or transmitting/sending via social media, email or other electronic media of nude or sexually explicit pictures of another without their consent. (Note: in some instances, this could be the possession of pornography, which may be a criminal act.)
- Engaging in non-consensual voyeurism; and/or
- Knowingly transmitting a sexually transmitted disease/infection or HIV to another student.

C. Sexual Harassment

- Unwelcome sexual advances or requests for sexual favors and/or other verbal or physical conduct or communication of a sexual nature when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or services, or academic status; or
- Submission to, or rejection of, such conduct by an individual used as a basis for employment, or services, or academic decisions affecting him or her; or
- Such conduct, whether verbal or physical, has the purpose or effect of interfering with the individual's work or academic performance or of creating an intimidating, hostile or offensive employment, service or educational environment.

D. Sexual Verbal Abuse

Language that is sexual in nature and unwanted on the part of another person. Examples include, but are not limited to, obscene telephone calls and use of written and/or oral communication that would be considered obscene.

Trespassing

Unauthorized presence on or within any building or property owned or operated by the University (including residence halls), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave.

Unauthorized Use / Entry of University Facilities

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from University facilities. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of University facilities, by its entry or exiting into and from residence halls, without proper permission into living quarters or other building and/or structure or University premises, or the aiding and assisting of such is prohibited.

Use of University Name

Use of the name or logo of the University is prohibited unless specifically authorized in writing by the President of the University or delegated representative. Students are prohibited from falsely presenting themselves as entities of the university beyond the normal scope of activities associated with their student status.

Verbal Abuse

Verbal Abuse can be defined as any derogatory language used to degrade or impose harm on others.

Violation of Civil or Criminal Law

Evidence of violation of local, state or federal laws, when substantiated through the student conduct process, or police or court documents.

Violation of Sanction

A violation of sanction is defined as failure to comply with disciplinary actions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Failure to comply with the terms and actions of a sanction may require the student to pay a disciplinary fine in addition to the imposition of additional sanctions.

Visitation/Cohabitation

Students must abide by articulated visitation policies as established by the Office of Residential Life. All visitors are required to be out of the residence halls and off campus by the designated closing time, except for approved events. In emergency situations, the University may impose a residence hall and/or campus curfew to safeguard persons and property. In addition, any person living in or occupying space to which the person is not assigned or for all practical purposes dwelling within a room or facility without being a contracted resident assigned to the space in question is a violation. The number of days in a particular room/apartment or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Evidence of cohabitation may include, but not be limited to, presence of belongings not natural to a non-overnight/temporary visit, canvass of residential neighbors, etc. Any resident who is identified as allowing cohabitation within their assigned space will face disciplinary action.

Voyeurism

Viewing, photographing, audio recording, video recording, producing, or creating a digital electronic file or filming another person without that person's knowledge and consent, while the person is in a place where he or she would have a reasonable expectation of privacy is prohibited.

SECTION 6: STUDENT CONDUCT POLICIES AND PROCEDURES

A. Incident Reports

Any member of the university community who has evidence of an alleged violation of the *Code of Student Conduct* may file a written report with the Office of the Dean of Students, Office of Residential Life, or DUPD. Any person who feels their rights, privileges, the *Code of Student Conduct* or the rules of the university have been violated may file a written report. An incident report should be filed within 180 days of the alleged incident with the exception of allegations involving Title VII or Title IX incidents.

B. Preliminary Review

The Dean of Students or designee, upon receiving an incident report, determines the appropriate next steps under the *Code of Student Conduct*. The Dean of Students or designee conducts a preliminary review into the nature of the incident, complaint or notice, the evidence available, and the parties involved. The preliminary review of the complaint is done to determine whether the allegation(s) describe conduct which may be in violation of the Code of Student Conduct.

If the reported conduct would not be a violation, the report will be dismissed and appropriate follow-up will be provided.

If the reported conduct would be a violation, a further review will be conducted to determine what charges (if any) should be brought forth against the student.

When a more comprehensive investigation is needed, the Dean of Students may appoint an investigator who shall:

Conduct an immediate preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the incident(s), any potential patterns and the nature of the complaint.

If the incident report contains allegations against members of a student group or organization, determine whether the incident is related to student organization members acting as individuals and/or student organization members acting on behalf of the organization.

Preliminary investigation usually takes between 1-7 business days to complete.

At the conclusion of the preliminary investigation, the investigator shall submit a written report to the Dean of Students which outlines the actions taken and findings reached. This written report will be introduced at any subsequent hearing and the investigator may be called as a witness regarding the investigation findings, but will otherwise have no part in the hearing process.

While an academic semester is in session, the preliminary review is typically completed within 10 – 15 business days of receipt of the incident report. Depending on the nature of the incident, the investigation may take longer.

C. Notice

The respondent will receive notice of the alleged misconduct that will include: (1) the possible charges, (2) notice of a right to an advisor, and (3) information regarding the student conduct investigation and disciplinary process. This notice will be delivered via Dillard University email. Additionally, the respondent will be given the opportunity to meet with the Dean of Students or designee, via a pre-hearing conference to discuss all procedures. The date, time, and location of the pre-hearing conference will be determined by the Dean of Students or designee. The notification of this conference will be provided to the respondent five (5) business days prior to the scheduled date. The student will be given 3 business days to respond in writing to the allegations and submit to the Dean of Students to be reviewed before the pre-hearing conference.

D. Pre-Hearing Conference

The Dean of Students or designee will conduct an initial pre-hearing conference with the responding student or student organization to explain the conduct process and gather information. When the pre-hearing conference is held, the possible outcomes include:

A decision not to pursue the allegation based on a lack of or insufficient evidence. The matter should be closed and records should so indicate;

A decision on the allegation based upon the responding student accepting responsibility. If the responding student accepts responsibility at the pre-hearing conference, the University considers this an uncontested allegation. The Dean of Students or designee conducting the pre-hearing conference will then determine the sanction(s) for the misconduct, which the responding student may accept or reject. If accepted, the process ends. If student accepts responsibility at the pre-hearing conference, but rejects the sanction, the University will conduct a sanction only hearing.

The respondent does not accept responsibility and requests an administrative hearing.

The respondent does not accept responsibility and requests a formal hearing.

Note: Contested charges that may result in suspension or expulsion if a student is found responsible, cannot be adjudicated via an administrative hearing. The formal hearing process must be followed.

Sanctioning for uncontested charges that may result in suspension or expulsion must be rendered via a sanctioning hearing panel.

All hearings (Sanctioning, Administrative, and Formal) will be scheduled 7-10 business days after the pre-hearing conference. The respondent will be given notice of the scheduled hearing, at least three (3) business days prior.

E. Sanctioning Hearing

A sanctioning hearing is conducted when the student accepts responsibility for the charges, but contests the original sanction(s) rendered. The sanctioning hearing will be conducted by a 3-person panel consisting of (a) one conduct officer, (b) one University staff member, and (c) one student hearing officer. During this hearing the student cannot recant acceptance of responsibility, nor use this activity as an opportunity for the panel to hear the case. The members of the sanctioning hearing board will be selected from a pool of trained faculty, staff, and students. The possible outcomes of the sanctioning panel include:

- Upholding the original sanction(s) rendered during the pre-hearing conference.
- Revise the sanction(s) rendered during the pre-hearing conference.

The sanctions rendered by this hearing panel will be the final action taken. There will be no opportunity to appeal.

F. Administrative Hearing

An Administrative Hearing is conducted by a single hearing officer appointed by the Vice President for Student Success or Dean of Students.

The Administrative Hearing Officer will determine whether it is more likely than not that the responding student has violated the *Code of Student Conduct* and recommend appropriate sanctions consistent with *Code of Student Conduct* and university policy and the violation under consideration. The Administrative Hearing Officer may also determine, based on evidence and witness testimony provided, that the student is not responsible for the Code of Conduct Violations.

G. Formal Hearing

A Formal Hearing is facilitated by a University Conduct Hearing Board and is chaired by the Dean of Students or designee. A Conduct Hearing Board is comprised of 3-5 individuals with at least one faculty member, one staff member, and possibly one student hearing officer and the non-voting chair. After the hearing and deliberations, the Conduct Hearing Board will determine, by majority vote, whether it is more likely than not that the responding student has violated the *Code of Student Conduct*. The members of the Conduct Hearing Board will be selected from a pool of trained faculty, staff, and students.

A University Conduct Hearing Board will recommend appropriate sanctions consistent with *Code of Student Conduct* and university policy, the violation under consideration, and the student's conduct history to the Dean of Students.

H. Procedures for Hearings

Hearings will be closed to the public.

Admission to the hearing of persons other than the parties involved will be at the discretion of the hearing board chair or administrative hearing officer.

The parties have the right to an advisor of their own choosing from within or outside the Dillard community.

In the instance where civil or criminal court proceedings currently involve a responding student or at the discretion of the Dean of Students, legal counsel may be permitted to serve as an advisor.

The advisor may not make a presentation or represent the respondent or the complainant during the hearing. The advisor is encouraged confer with their respective party prior to the hearing, because communication during the actual hearing will be limited or prohibited.

The complainant, respondent, and the hearing board or administrative hearing officer, will have the opportunity to question all present witnesses and all present parties (directly or through the chair/hearing officer, at the discretion of the chair/hearing officer). Unduly repetitive witnesses can be limited at the discretion of the chair or administrative hearing officer. The chair or administrative hearing officer, may limit the number of character witnesses presented or may accept written affidavits of character instead.

Pertinent records, exhibits, and written statements may be accepted as information for consideration.

Formal rules of evidence are not observed. The standard of review will be a preponderance of the evidence, which means that the violation was more likely than not to have occurred.

All procedural questions are subject to the final decision of the chair or administrative hearing officer.

After the presentation of all information by the parties, the hearing board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the *Code of Student Conduct*. The Dean of Students (or designee) will be present and available as a resource during all deliberations.

Once a finding is determined, if the finding is that of a policy violation, the board will determine an appropriate sanction(s) to be recommended to the Dean of Students. The Dean of Students or designee is responsible for informing the hearing board of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student.

The Judicial Hearing Board Chair or the Administrative Hearing Officer will prepare a written deliberation report and deliver it to the Dean of Students, detailing the finding, how each member voted (*in hearing board cases*), the information cited in support of its finding, and any information excluded from consideration and why. This report should conclude with recommended sanctions to be imposed upon the student, if responsible. This report must be submitted to the Dean of Students or designee within three (3) business days of the end of deliberations.

The Dean of Students will consider the report and render a final decision. In cases involving Title IX violations, the Dean of Students may consult with the Title IX Coordinator before rendering the final decision.

The Dean of Students will notify the responding student and the complainant (if applicable by law or University policy) of the final determination within ten (10) business days of the hearing. In all student and student organization cases, the appropriate University officials will be notified of the outcome of the hearing.

An audio recording will be made for all formal hearings. Deliberations will not be recorded. The record will be the property of the University, in addition to any written findings of fact, transcripts, and/or video recordings. These records will be maintained according to the University's record retention policy. Students and/or advisors may not make any recording of the proceedings.

I. Code of Ethics

All hearing board members must be fair and impartial. Each board member must cultivate a sensibility that will result in an unbiased outcome of the proceedings. In order to facilitate this standard, the following guidelines have been established.

Hearing board members are committed to ensuring that the intent and meaning of the *Code of Student Conduct* will be carried out on all occasions. The name, status, and alleged violation(s) of any student must not be discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any conduct body deliberations or the vote on any case must not be disclosed. A general listing of offenses may be made public, so long as the privacy rights of individual students are protected.

If a member is biased according to the definition in the *Code of Student Conduct*, he/she must disqualify himself/herself before the commencement of the hearing. The board member's right to this privilege is absolute and may not be questioned.

J. Cooperation of All Parties

Both the individual bringing the charge and the charged student will be expected to cooperate fully. Similarly, all parties with knowledge pertaining to a case will be expected to cooperate fully in the conduct case and if requested, appear at the conduct hearing. Depending on the nature of the case, the number of students involved in the case, and at the discretion of the Dean of Student Affairs, the responding students may participate collectively in one hearing rather than separate, individual hearings. Honesty is expected from all who participate in a conduct case. Dishonesty in a hearing may be grounds for a separate violation charge. If a student fails to attend a scheduled hearing, the hearing may proceed in the absence of the student. Such an absence will not be considered grounds for an appeal, unless the student provides a reasonable and compelling excuse.

K. Correspondence

Conduct correspondence shall occur via Dillard e-mail (dillard.edu). Students will be held accountable for retrieving mail in a timely manner. Failure to do so is not an acceptable excuse for delaying any aspect of the conduct process.

SECTION 7: CONDUCT SANCTIONS

Departures from acceptable conduct may lead to one or more of the following sanctions. There is no standard penalty that applies to violations of the *Code of Student Conduct*.

In determining the severity of sanctions or corrective actions hearing panels or hearing officers will consider the following:

1. The frequency, severity, and/or nature of the offense.
2. History of past conduct.
3. Offender's willingness to accept responsibility.
4. Previous institutional response to similar conduct.
5. The institution's interests.

All conduct actions are communicated to the student in writing. A copy of all correspondence is placed in the student's conduct file. In the event that a student is found responsible a copy of written notification is sent to appropriate university personnel. If a student is found responsible for violating the *Code of Student Conduct* pertaining to violence or sexual misconduct, the following information will be released upon request and in concert with local, state, or federal statute; name of student, offense and sanction imposed.

The following sanctions, or other sanctions appropriate to the circumstances of a given case, may be imposed, singularly or in combination, for violations of the *Code of Student Conduct*.

Admonishment/Disciplinary Warning

A warning to the student to deter from any disciplinary matters without additional sanctions.

Community Restitution

Services provided by the student without pay for a specific amount of hours.

Counseling

In some instances, this requirement may be imposed when a student is found guilty of engaging in disruptive or uncivil behaviors. In such case, the student may be required to provide evidence to the Dean of Students of attendance and completion of counseling by professional counseling services.

Drug Testing

Any student found in violation of the drug policy, may be required some form of drug screening. This could be scheduled or random drug tests. Drug testing takes place at off campus venues only and includes a cost that must be assumed by the student. If a student fails a drug screen or does not submit when scheduled, the missed/failed drug screen is viewed as a new incident and another conduct case is opened for that charged student.

Educational Program Participation

Students may be required to present or assist in developing, coordinating, and evaluating special workshops or programs related to the nature of the offense which the student has committed. Students may also be required to participate in special workshops or programs to enhance their own knowledge and understanding of a particular topic related to the offense committed. Students may be required to participate in sensitivity training and/or alcohol and other drug awareness education programs. Additional academic requirements relating to scholarly work or research could also be assigned (e.g., research paper over infraction type).

Expulsion

Permanent release from the University without the privilege of readmission. Any student expelled from the University may not attend University sponsored functions on or off-campus, participate in student organizations, represent the University in any capacity, or visit any campus facility without the written consent of authorized University officials.

Failing Grade

Assignment of a failing grade to a student for a course in which he/she was found guilty of scholastic dishonesty. Lesser penalties may be imposed by the appropriate academic official.

Fine

A mandatory payment of money by the student made payable to the University for violations of the Code of Student Conduct ranging from \$50-\$500. Students found to have violated alcohol and drug regulations will be fined a \$100 assessment fee for drugs and/or alcohol prevention programs.

Housing Probation

Official notice that should further violations of Residence Life or University policies occur during a specified probationary period, the student will immediately be removed from University housing. Regular probationary meetings may also be imposed.

Housing Reassignment

Reassignment to another University housing facility. Residential Life personnel will decide on the reassignment details.

Housing Suspension

Removal from University housing for a specified period of time after which the student is eligible to return. Conditions for readmission to University housing may be specified. Under this sanction, a student is required to vacate University housing within 24 hours of notification of the action, though this deadline

may be extended upon application to, and at the discretion of, the Director of Housing and Residence Life. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for University housing, the student must gain permission from the Director of Housing and Residence Life (or designee). This sanction may include restrictions on visitation to specified buildings or all University housing during the suspension.

Housing Expulsion

The student's privilege to live in or visit any University owned or affiliated housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

Loss of Privileges

The loss of privileges may range from:

Judicial Record Hold: If a student is accused of a violation of the *Code of Student Conduct* or if a student fails to complete the conditions of a judicial sanction, a judicial record may be placed on a student's MyDU account. With this hold in place, it will prevent the student from conducting University business to include ***delays in obtaining administrative services and benefits from the University*** (e.g., holding transcripts, delaying registration, graduation, etc.).

Loss of University Privileges and/or Restricted Access: A student who received this sanction shall be notified in writing as to the privileges, which he/she has lost. The privileges may consist of removal from residence halls. This written notification shall indicate the time period for which the student has lost certain access, activities or privileges. In addition, as a result of a violation of the *Code of Student Conduct*, a student may also be required to cease and desist privileges in extracurricular activities such as dance, cheerleading, Greek life, sporting events, etc. The aforementioned list includes but is not limited to said activities.

Loss of Student Office/Leadership Position: Students in elected/appointed positions may lose the position as a result of a violation of the *Code of Student Conduct* for a specified amount time (minimal one semester).

Temporary or permanent separation of parties (e.g., change in classes, reassignment of residence, no contact orders, limiting geography where parties can go on campus) with additional sanctions or violating orders.

Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The University may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

Restitution

Reimbursement for damages to or misappropriation of University property or property belonging to another. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

University Probation

A specified amount of time involving restrictions, after which University authorities will determine if the student's behavior has improved. Conditions of probation may include attendance at educational activities

designed to redirect negative behavior. During the probationary period, the student may receive more severe disciplinary sanctions, which may involve suspension if he/she is involved in the violations of any type of the Student Code of Conduct and/or breaking of any laws. Disciplinary probation may be for a fixed period of time or be indefinite.

University Suspension

Dismissal from the University for a specified period of time following acts of violation of the *Code of Student Conduct* or violation of a present probationary status. Suspensions are recorded on the student's permanent record. While on university suspension, the student is no longer in "good standing" with the institution.

Withholding of Degree

Temporary denial of a student's degree or participation in the graduation ceremonies pending resolution of a disciplinary matter.

SECTION 8: APPEALS

Any student who is found responsible for violating the *Code of Student Conduct* may request an appeal of the decision of the hearing board. However, when the responding student admits responsibility to the charge, the decision cannot be appealed.

Appellate Jurisdiction

In order for an appeal to be granted and/or for the outcome to be amended, one or more of the following grounds for appeal must be met:

Procedural Error: Specified procedural errors or misrepresentation of university regulations are so substantial that a fair and impartial decision was denied (e.g. substantiated bias, material deviation from established procedures, etc.).

New Evidence: New and significant evidence has become available which was not reasonably discoverable or available before the original decision was rendered. A summary of the new evidence and its potential impact must be included in the appeal.

Inappropriateness of Sanctions: The sanctions imposed are substantially disproportionate to the severity of the violation and the student's conduct history.

Appeals must be filed in writing to the Dean of Students within 10 calendar days of the hearing board decision. The request must state clearly the basis of appeal and be substantiated by factual, relevant information.

In Title IX cases, the Dean of Students or designee will share the appeal by one party with the other party (parties) when appropriate under procedure or law (e.g., if the responding student appeals, the appeal is shared with the complainant, who may also wish to file a response, request an appeal on the same grounds or different grounds). The Dean of Students will refer the request(s) for appeal to the Vice President for Student Success or designee.

The Vice President for Student Success or designee will conduct an initial review to determine if the appeal request meets the limited grounds and is timely. The Vice President for Student Success or designee must consult with the Title IX Coordinator on any procedural or substantive questions on relevant cases.

If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. If the appeal has standing, the Vice President for Student Success or designee shall begin a review of the record only, and no new meeting with the respondent or any alleged victim will be held. In review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the appealing party to show clear error. The Vice President for Student Success or designee will limit his/her review to the challenges presented.

The Vice President for Student Success or designee, may (1) affirm the original finding and sanction; (2) affirm the original finding but issue a new sanction with lesser severity; (3) remand the case back to the decision maker(s) to correct a procedural or factual defect; or (4) reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand.

The presumptive stance of the University is that all decisions made and sanctions imposed by the original decision maker(s) are to be implemented during the appellate process. At the discretion of the Vice President for Student Success or designee, and in consultation with the Title IX Coordinator when necessary, implementation of sanctions may be stayed pending review only in extremely exigent circumstances. This does not include proximity to graduation, end of term, or exams. Instead, it refers to an overwhelming likelihood, as determined by the Vice President for Student Success or designee, that the appeal may result in a reversal of the finding and/or substantial modification of the sanctions.

All decisions of the Vice President for Student Success or designee are to be made within ten (10) business days of submission. The decision of the Vice President for Student Success or designee is final and may not be appealed.

SECTION 9: DISCIPLINARY RECORDS

All conduct records are maintained by the University at minimum for seven (7) years from the time of their creation.

SECTION 10: DEFINITIONS

Active /Active Status/Active Promotion: the right to actively promote the goals, purposes, identity, programs and activities of a student organization. Active promotion shall be regarded as wearing any clothing and/or accessories, displaying organization paraphernalia, display and/or distribution of written publicity for the organization or an event, public announcements at a Dillard event or any visible sign that imitates or articulates promotion. Promotion includes letters or any symbols that could be associated with the group. This applies to any on campus and off-campus Dillard associated event.

Bias: the predisposition toward an issue or person that makes it impossible for the hearing board or officer to remain neutral.

Complainant: any person who submits an allegation of violation, or presents a complaint on behalf of the University, alleging that a student violated the *Code of Student Conduct*.

Conduct Transcript/Conduct File/Conduct Record/Conduct Recording: the official written or recorded documentation maintained by the University on matters related to student conduct.

Effective Consent: the clear and unambiguous agreement and willingness, displayed through an exchange of words or unambiguous actions, which includes a voluntary agreement to engage in mutually agreed upon sexual activity.

Faculty Member: any person hired by Dillard to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

Guest: any person to whom a student or university official has extended hospitality or an invitation to come onto University facilities or to attend University events. Guests of the university, such as those individuals or groups of individuals who participate in summer programs or conferences shall be held accountable to the policies of the *Code of Student Conduct*.

Good Standing: academic good standing as determined by Academic Affairs and completion or satisfaction of all conditions and requirements of sanctions of Disciplinary Probation, Disciplinary Suspension, or Residential Expulsion.

Group/Student Group/Groups of Students: a number of persons who are associated with each other participating in a University sponsored program, activity, or living/learning environment, or who have not complied with University requirements for registration as a club, organization, or University program.

Intimidation: implied threats or acts that cause a reasonable fear of harm in another.

Organization/Student Organization: any number of persons who have complied with University requirements for recognition as a club or organization.

Policy: the written regulations of Dillard University found in, but not limited to, the *Code of Student Conduct*, *Residential Life Manual*, and/or *University Catalog* whether in print or electronic format.

Premises: includes, but is not limited to all land, buildings, facilities, and other property in the possession of or owned, leased, operated, used, or controlled by Dillard University or a recognized student organization, including premises utilized for university related events.

Property: includes, but is not limited to, buildings, facilities, furniture, vehicles, keys, identification badges, parking passes and other items owned, used or controlled by Dillard University or a recognized student organization, including property utilized for university related events.

Protected Classes: include age, color, disability, gender, national origin, race, religion, sexual orientation, and veteran's status.

Responding Student: any student alleged to have violating the *Code of Student Conduct*.

Student: a person currently enrolled or eligible and intending to enroll in any University program or class whether on or off a University campus and including all persons taking courses at the University, both full-time and part-time, pursuing studies. During the intercession period between semesters or the summer period, it includes one who has completed the immediately preceding term and is eligible for enrollment or graduation. Students who withdraw from the University while a conduct matter is pending remain students for the purposes of this *Code*. For the purposes of this *Code*, "student," may additionally mean "group" or "organization".

Threat: Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.

University Community: students, faculty, staff, alumni, or religious community members of the University. A person's status in a particular situation will be determined by the Vice President for Student Success.

University Events/Programs: any activity on or off campus which is initiated, authorized, registered, or supervised by the University or a University group or organization.

University Official: any person employed by Dillard University performing assigned administrative, academic or professional responsibilities. This includes full and part-time faculty, staff, and administrators.

Witness: any person called upon to furnish information relating to an incident in which he/she was not a complainant or respondent.

SECTION 11: INTERPRETATION AND REVIEW

Any question of interpretation regarding the *Code of Student Conduct* shall be referred to the Vice President for Student Success or designee for final determination.

Disciplinary policies at the University are set forth in writing in order to give students general notice of standards of conduct. The regulations should be read broadly and are not designed to define conduct in exhaustive terms.

In exceptional circumstances the Vice President for Student Success may modify procedures outlined under the *Code of Student Conduct*.

The *Code of Student Conduct* shall be reviewed each year by the Dean of Students, Vice President for Student Success, and General Counsel and Vice President for Legal Affairs, and other designees (as appropriate).

Dillard University expressly reserves the right to revise, supplement or withdraw any policy or portion of a policy, as it deems necessary. Any policy or statement in conflict, will be interpreted by the Dean of Students and the Vice President for Student Success in consultation with appropriate university and/or legal representatives.